

ORDER

3120.4L

AIR TRAFFIC TECHNICAL TRAINING



June 22, 2005

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Air Traffic Technical Training Explanation of Changes

a. 1-6. Delegation of Authority

Modifies existing paragraph to reflect new ATO structure. These changes are reflected throughout the entire order.

b. 1-7. Word Usage and Definitions

Adds the following definitions:
CPC Certified Professional Controller
CPC-in-Training Certified Professional Controller in Training
TRD Tower Radar Display
 Deletes the following definition:
Withdrew

c. 2-9. FAA Academy, Air Traffic Division (AMA-500)

Adds Electronic Learning Management System (ELMs) for recording data.
 Deletes requirement to distribute BRITE/DBRITE Certification examination.

d. 2-10. Facility Training Responsibilities

Clarifies the training requirement for Facility Technical Liaison Officer (FTLO) for the Air Traffic Instructional Services (ATIS) Contract.

The requirement to attend the approved instructor training course reduced to 6 months.

Clarifies Facility Support Staff responsibility to evaluate trainee performance.

e. 2-11. Qualification Training

Table inserted to outline the Initial Training Requirements based on hiring source.

Clarifies training requirement for Terminal Basic Radar Training conducted at the Radar Training Facility (RTF).

Deletes requirement for BRITE/DBRITE Certification.

Clarifies training requirements for individuals with weather observer responsibilities.

f. 2-12. Proficiency Training

Restructures sections for ease of use.
 Adds following refresher training requirements: Military Training Routes (MTRs), Prevention of runway incursions, Controller-in-Charge (CIC), User Request Evaluation Tool (URET).

Clarifies assignment of Remedial training.

g. 2-13. Recertification

Adds Weather Observer Recertification and Pilot Weather Briefer.

h. 2-17. Disposition of Records and Reports.

Clarified disposal of CPC/FPL recertification documentation.

i. 3-3. Selection, Certification, and Evaluation of OJTIs.

Clarify existing requirement for OJTI candidates to be CPC/FPL.

j. 3-7. Certification Skill Checks.

Changes the requirement from conducting a single session skill check to allow more than one session.

Requires identification of purpose of the Skill Check prior to conducting the session(s).

k. 3-11. OJT and Certification Process Flowchart.

Deletes non-abbreviated flow chart.

l. 4-2. Related Terminology.

Air Traffic Training Support Web Page address is updated.

Adds the following definitions:
Digital Video Disc (DVD), System Administrator, Webmaster.
Delete the following definitions:
Micro PLATO Authoring System (MPAS),
SYSOP.

m. Appendix 1.

Deleted the requirement to indicate training hours to the nearest tenth.

Deleted signature references to FAA Order 7210.56, Quality Assurance.

n. Appendix 2.

Allows the use of a “mark” instead of a “check mark” for Block 11 items.

Changes the requirement for references in block 12A from mandatory to optional for OJT only.

Adds Indicators to several Job Subtasks relating to airport movement areas and URET.

o. Appendix 3.

Allows the use of a “mark” instead of a “check mark” for Block 11 items.

Changes the requirement for references in block 12A from mandatory to optional for OJT only.

p. Appendix 4.

All stages of training were updated. URET training was added.

q. Appendix 6.

All stages of training were updated. STARS and MEARTS training were added.

r. Appendix 7.

Allows the use of a “mark” instead of a “check mark” for Block 11 items.

s. Appendix 8.

References were updated.

Documentation. Allows the use of a “mark” instead of a “check mark” for Block 11 items.

AIR TRAFFIC TECHNICAL TRAINING
3120.4L
FOREWORD

This order prescribes instructions, standards, and guidance for the administration of Air Traffic technical training. All persons involved in Air Traffic technical training are required to be familiar with and comply with this order. The order consists of four chapters and eight appendices. The chapters contain information generally applicable to all types of facilities. The appendices contain information unique to en route, terminal, flight service facilities and the Air Traffic Control System Command Center.

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CHAPTER 1. INTRODUCTION

SECTION 1. GENERAL

1-1. PURPOSE. This order conveys instructions, standards, and guidance for the administration of Air Traffic technical training.

1-2. DISTRIBUTION. This order is distributed to selected offices in the Federal Aviation Administration (FAA) headquarters, service area offices, FAA Technical Center, the Mike Monroney Aeronautical Center, all Air Traffic field offices, the FAA Academy, all International Aviation field offices, and interested members of the aviation public.

1-3. CANCELLATION. Order 3120.4J, Air Traffic Technical Training, dated June 16, 1998, is canceled.

1-4. EFFECTIVE DATE. This order is effective June 22, 2005.

1-5. EXPLANATION OF CHANGES. The significant changes in this order are identified in the Explanation of Changes page(s). It is advisable to retain the page(s) throughout the duration of the basic order. If further information is desired, direct questions through the appropriate facility/service area/ headquarters staff.

1-6. DELEGATION OF AUTHORITY. As directed by the Chief Operating Officer (COO), the Vice President, Acquisition and Business Services, is responsible for Air Traffic technical training. By order of the COO, all persons involved in Air Traffic technical training shall comply with this order. The Manager, Controller Training Division, is delegated authority in all matters related to the training programs and policies described in this order. Supplemental changes and requests for waivers to programs and policies transmitted by this order must receive prior approval through written requests to Controller Training Division. If a conflict arises between the contents of this order and other FAA issuances, managers shall request clarification from Controller Training Division through their respective service area office. The FAA Academy should request any needed clarification from Controller Training Division. The Manager, Controller Training Division, is delegated authority in all matters involving performance verification related to Air Traffic Initial Qualification training programs and the Terminal Basic Radar Training course and is responsible for coursework/curriculum review and oversight for all Air Traffic training conducted at, or prepared by, the FAA Academy.

SECTION 2. TERMS OF REFERENCE

1-7. WORD USAGE AND DEFINITIONS.

a. Word Usage. Unless otherwise noted, singular shall indicate plural, and vice versa.

- (1) *Shall* is used when an application of a procedure is mandatory.
- (2) *Shall not* means prohibited.
- (3) *Should* means recommended.
- (4) *May* means permitted.
- (5) *Will* is used only to indicate futurity and is never used to indicate a requirement.

b. Definitions.

- (1) **Additional On-the-Job Training (OJT) Hours.** Term used to refer to OJT hours authorized beyond the target hours.
- (2) **Air Traffic.** Headquarters Air Traffic organization.
- (3) **Air Traffic Manager (ATM).** Individual responsible for the overall efficiency and effectiveness of the facility training program.
- (4) **Centralized Training.** Agency training conducted at a location other than the participant's regularly assigned facility (i.e., FAA Academy, Center for Management Development, etc.). This may include resident courses conducted locally and funded centrally.
- (5) **Certification Skill Check.** An assessment used to determine if an individual demonstrates the knowledge and skill level necessary to certify on an operational position.
- (6) **Certified Professional Controller (CPC).** A civilian air traffic control specialist (ATCS) who is or has been facility/area certified in the terminal/en route air traffic control option in the Air Traffic Service whose primary duty is the separation and control of live air traffic.
- (7) **Classroom Training.** Instructional presentations administered away from operational positions.
- (8) **College Training Initiative (CTI).** FAA program that provides potential air traffic control candidates for hire.
- (9) **Computer Based Instruction (CBI).** Instructional delivery method using interactive computer technology.
- (10) **Consolidated Positions.** Those operational positions of the same nature which are routinely combined (e.g., 6D/13D, 8R/10R, etc.).
- (11) **Correspondence Study.** Program conducted primarily by self-paced lesson plans.

(12) **CPC in-training.** A CPC who is in the process of obtaining certification or recertification for the facility/area to which assigned.

(13) **Currency.** Prescribed minimum time requirement necessary to work an operational position independently under general supervision.

(14) **Developmental.** An air traffic control specialist (ATCS) in any option who has not achieved full performance level (FPL) or certified professional controller (CPC) in any facility/area.

(15) **Developmental's Supervisor.** The supervisor of record for the developmental.

(16) **Discontinuation of Training.** An action taken by the ATM/Hub Manager determining that no further training shall be conducted and/or a recommendation from a training review team that no further training be conducted.

(17) **Direct Monitoring.** Observing and listening to all activity at the operational position.

(18) **Facility Training.** Training conducted at the employee's regularly assigned duty location.

(19) **Failed.** Grade assigned to a student who does not satisfactorily complete a course.

(20) **Familiarity.** Knowledge of delegated airspace, adjacent facilities, frequencies, traffic flows and types, and procedures (e.g., letters of agreement [LOAs]) associated with a sector/operational position.

(21) **Full-Performance-Level (FPL).** Status of an ATCS in the flight service option who has achieved the highest nonsupervisory grade level and is facility/area certified.

(22) **Incomplete.** Grade assigned to a student who does not complete a course because of mitigating circumstances which are not related to performance (e.g., prolonged illness, death in family, etc.).

(23) **Instructional Program Guide (IPG).** Guide that outlines required course content for certain national Air Traffic Training Programs (ATTPs). Some IPGs have been incorporated as appendixes to this order.

(24) **Laboratory Training.** Training conducted with job simulation techniques (e.g., nonradar, Dynamic Simulation (DYSIM)/Enhanced Target Generator (ETG)/Training Target Generator (TTG), etc.).

(25) **Minimum Certification Hours.** The number of training hours required before becoming eligible for certification on a given operational position.

(26) **Nonoperational Personnel.** Facility managers, assistant managers, support managers, national traffic management supervisors, and support specialists who, as a condition of employment, are not required to maintain currency.

(27) **On-the-Job Familiarization (OJF) Hours.** Time that a developmental is assigned direct monitoring of an operational position.

(28) **On-the-Job Training (OJT).** Training conducted by a supervisor or OJTI that provides direct experience in the work environment.

(29) **On-the-Job Training Instructor (OJTI).** An individual who instructs the developmental/CPC-in-training during OJT.

(30) **Operational Personnel.** Operations supervisors (including facility managers who also serve as operations supervisors), traffic management coordinators, FPL/CPC controllers, developmentals, and air traffic assistants.

(31) **Out-of-Agency Training (OAT).** Training conducted by or obtained from sources other than the FAA.

(32) **Performance Skill Check.**

(a) **CPC-in-Training/Developmental.** An assessment used to evaluate training progress by comparing a CPC-in-Training/developmental knowledge and skill levels to those required for certification.

(b) **FPL/CPC.** An assessment of a specialist's performance on an operational position on which the specialist is certified.

(33) **Performance Verification Process (PV).** Academic and scenario-based assessment of students completing FAA Academy En Route Initial Qualification, Terminal Tower Cab Training, and Terminal Basic Radar Training courses.

(34) **Proficiency.** Knowing, understanding, and applying air traffic procedures in a safe and efficient manner.

(35) **Proficiency Training.** Training conducted to maintain and update the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner.

(36) **Qualification Training.** Training conducted to develop the knowledge and skills required to qualify specialists for certification on positions of operation within an air traffic facility.

(37) **Refresher Training.** Training conducted to maintain and update previously learned knowledge and skills.

(38) **Remedial Training.** Training provided to correct specific identified operational deficiencies.

(39) **Self-Study.** Training situation wherein the study/learning is accomplished by the individual.

(40) **Simulation Training.** Training conducted in a classroom/laboratory environment designed to allow the developmental to apply basic skills and knowledge.

(41) **Skill Enhancement Training.**

(a) **CIC-in-Training/Developmental.** Training used to improve knowledge level or skill performance.

(b) **FPL/CPC.** Training designed to increase the proficiency of a specialist in a skill on a position which the specialist is certified.

(42) **Supplemental Training.** Training conducted when changes occur pertaining to new/revised procedures, regulations, or equipment.

(43) **Suspension of On-the-Job Training (OJT).** An action taken by the developmental's supervisor to temporarily stop OJT.

(44) **Target Hours.** The training hours normally required for certification on an operational position.

(45) **Tower Radar Display (TRD).** General term used for equipment that provides radar data in a control tower (e.g., DBRITE, R-ACD, STARS LITE, etc.).

(46) **Training Administrator (TA).** The individual designated to administer the facility training program.

(47) **Training Plan.** A document used to outline the training objectives for an individual. The specific details contained in a Training Plan will vary based on the needs of the individual and the facility.

(48) **Training Proposal.** A written document that identifies a training need and specifies tasks, target audience, schedule, and priority for the proposed training.

(49) **Training Team.** Designated individuals who facilitate the training of a developmental.

(50) **TRAX.** A software program that allows automated preparation and maintenance of employee training records.

1-8. FORMS AVAILABILITY. Additional copies of the following FAA forms may be ordered from the FAA Logistics Center at the Aeronautical Center.

a. FAA Form 3120-1, Training and Proficiency Record (NSN: 0052-00-077-8002; unit of issue: book).

b. Replacement pages:

(1) FAA Form 3120-1.3, Qualification Training (continuation sheet) (NSN: 0052-00-863-7001; unit of issue: sheet).

(2) FAA Form 3120-1.5, Proficiency Training (continuation sheet) (NSN: 0052-00-863-8001; unit of issue: sheet).

(3) FAA Form 3120-1.6, Technical Appraisal (continuation sheet) (NSN: 0052-00-863-9001; unit of issue: sheet).

(4) FAA Form 3120-1.7, Management and Other Training (continuation sheet) (NSN: 0052-00-864-0000; unit of issue: sheet).

(5) FAA Form 3120-1.8, Familiarization Training (continuation sheet) (NSN: 0052-00-864-1001; unit of issue: sheet).

(6) FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report (NSN: 0052-00-900-2002; unit of issue: sheet).

(7) FAA Form 3120-26, FSS/AFSS OJT Instruction/Evaluation Report (NSN: 0052-00-900-3002; unit of issue: sheet).

(8) FAA Form 3120-32, Traffic Management Coordinator OJT Instruction/Evaluation Report (NSN: 0052-00-921-7000; unit of issue: sheet).

(9) FAA Form 3120-36, Controller In Charge OJT Instruction/Evaluation Report (NSN: 0052-00-923-6000; unit of issue: sheet).

CHAPTER 2. TECHNICAL TRAINING

SECTION 1. GENERAL

2-1. TRAINING OF NON-FAA PERSONNEL. Orientation or familiarization training may be provided at facilities to persons not employed by the FAA, provided agency requirements are met. Training of non-FAA personnel will be provided in accordance with FAA agreements or memorandums of understanding.

NOTE: The provisions of FAA Order 3120.4 may or may not apply to Federal or Non-Federal Contract Towers. Training FAA Contract Towers shall be conducted in accordance with each contractor's FAA approved Training Plan.

2-2. RAPCON OR RATCF TRAINING. Military personnel assigned to a jointly staffed Radar Approach Control (RAPCON) facility or a U.S. Navy Radar Air Traffic Control Facility (RATCF) shall be provided training on the radar control positions under FAA supervision.

a. To participate in radar control training, military personnel must possess an appropriate certificate (AC Form 8060-1, Control Tower Operator Certificate; FAA Form 7220-1, Air Traffic Control Specialist Certificate; or AC Form 8080-2, Airman Written Test Report). Military personnel must meet FAA certification and currency requirements.

b. Training shall be documented in FAA Form 3120-1 (see Appendix 1). All military participants who have successfully completed the training program shall receive appropriate FAA certificates and ratings and are qualified for assignment to control positions under general supervision.

SECTION 2. ROLES AND RESPONSIBILITIES

2-3. IDENTIFICATION OF TRAINING REQUIREMENTS. Air Traffic, service area offices, and field facilities, with the support of the FAA Academy, are responsible for identifying and reviewing job tasks and training requirements. The following steps shall be followed to establish or modify training requirements:

- a. Training requirements shall be transmitted in the form of a training proposal through established channels to Controller Training Division.
- b. Service area offices shall review the proposal and make appropriate recommendations.
- c. Controller Training Division shall review training proposals in light of possible national Air Traffic technical training application.

2-4. DEVELOPMENT OF TRAINING.

- a. Controller Training Division shall take appropriate action to establish training programs for identified requirements.
- b. All training courses for national, service area, or facility use shall be developed and administered in accordance with agency directives.

2-5. TRAINING EVALUATION. Controller Training Division is responsible for program guidance, operational effectiveness, evaluation of Air Traffic technical training, coursework/curriculum review, validation of new training developed to support national programs, and oversight of FAA Academy delivered and developed courses. The purpose of the review is to ensure that courses meet Air Traffic technical training requirements. Controller Training Division is responsible for the oversight and monitoring of PV at institutions participating in the CTI.

2-6. NATIONAL SUPPORT. Controller Training Division shall obtain support for training. This shall include the planning, development, validation, conduct, and administration of Air Traffic technical training. Controller Training Division is responsible for the development and administration of PV for En Route, Terminal Tower Cab Training, and Terminal Basic Radar Training.

- a. Controller Training Division provides support for Air Traffic technical training through:
 - (1) FAA headquarters.
 - (2) FAA management development.
 - (3) FAA Academy.
 - (4) Other educational institutions.
 - (5) Developing methods for evaluation of personnel performance and progress in Air Traffic technical training programs.
 - (6) Management of the TRAX program.

b. If training support is not available through the sources listed above, Controller Training Division may coordinate to obtain support through:

- (1) Service area offices, or
- (2) Any school or institution under contract.

c. Controller Training Division has the following responsibilities with respect to CBI:

- (1) Authorize the allocation of resources.
- (2) Coordinate the use of CBI in regard to support of training needs.
- (3) Manage the CBI program.
- (4) Direct courseware development, distribution, training requirements, validation, and maintenance of software/courseware.
- (5) Authorize the release of source codes for local modifications.
- (6) Authorize the National CBI Implementation Office (AMA-300B1) to distribute CBI hardware and software to Air Traffic facilities.
- (7) Oversee the Air Traffic Training Web Page and authorize the national training products available for web distribution.
- (8) Review proposed CBI development activities and coordinate those efforts for a maximum utilization of resources.

2-7. SERVICE AREA SUPPORT. Service area managers are responsible for implementation, administration, and evaluation of the Air Traffic technical training program.

2-8. NATIONAL CBI IMPLEMENTATION OFFICE (AMA-300B1). AMA-300B1 provides support by:

- a. Ensuring that contract maintenance support is provided for CBI.
- b. Establishing and maintaining local and wide area networking.
- c. Providing Controller Training Division with information on software developed by other services.
- d. Providing hardware/software system upgrades.
- e. Distributing videodisks/DVDs provided by services.
- f. Mastering, duplicating, and distributing CBI courseware.
- g. Providing and maintaining a virus management system for CBI.
- h. Providing computer-managed instruction (CMI) compatibility support to courseware developers.
- i. Providing hotline support for all system-related issues.
- j. Preparing and updating the FAA national catalog of available FAA CBI courseware.

2-9. FAA ACADEMY, AIR TRAFFIC DIVISION (AMA-500).

a. National Program. AMA-500 supports the administration of the national Air Traffic Technical Training Program (ATTP) by performing the following functions:

- (1) Developing course control documents.
- (2) Developing and conducting courses of instruction to meet operational needs identified by Air Traffic.
- (3) Providing professional advice and assistance to aid field facilities in planning, developing, and standardizing Air Traffic technical training programs and courses as well as developing objectives and schedules related to Air Traffic technical training.
- (4) Developing and updating standardized training procedures and materials for Air Traffic facility training programs.
- (5) Recommending prerequisites for admission to Air Traffic technical training courses.
- (6) Assisting in the evaluation of ongoing training programs as required.
- (7) Administering training courses as specified in the IPGs in this order.
- (8) Inputting development stage completion data in the Consolidated Personnel Management Information System (CPMIS)/Integrated Personnel and Payroll System (IPPS)/Electronic Learning Management System (eLMS) in accordance with established procedures.
- (9) Providing CBI hotline to support courseware.
- (10) Maintaining technical accuracy/currency of CBI courseware.
- (11) Establishing, maintaining, and operating the Air Traffic Training Web Site.
- (12) Providing resources to review and validate CBI courseware.
- (13) Providing CBI technical courseware development support to local developers.
- (14) Maintaining a database documenting the status of CBI courseware development and availability. (The purpose of this database is to manage courseware distributed by Air Traffic from one local site to another.)
- (15) Verifying technical accuracy of any CBI software developed prior to distribution.
- (16) Establishing CBI Staff Coordinator position.
- (17) Assisting in management of CBI courseware development.

b. Field Training Program Support. AMA-500 provides the following support, as approved by Controller Training Division.

- (1) CPC-in-Training/Developmental Training:
 - (a) Developing IPGs and instructional materials (lesson plans, visual aids, handouts, CBI, etc.) for each option of the national ATTP.
 - (b) Developing and distributing written examinations.

(c) Developing and distributing training materials to support the national ATTP. These may be distributed in either hard-copy or computerized format.

(2) Proficiency Training:

(a) Developing and distributing self-study materials, such as refresher units, designed to meet specific objectives.

(b) Developing and distributing instructional materials in special training projects to satisfy immediate Air Traffic requirements.

(c) Administering special prototype programs in selected Air Traffic facilities.

(d) Developing and distributing appraisal instruments used in the field-conducted development stages of the national ATTP.

c. Control Tower Operator (CTO) Certification. AMA-500 prepares the CTO examination in cooperation with the Airman Certification Branch (AVN-460).

d. Tower Visibility Observation Certification. The Meteorological Coordinator and Training Consultant (AMA-9) administers the Tower Visibility Observation Certification Program for all tower employees and maintains accountability for each certificate issued.

e. Radar Air Traffic Control (ATC) Qualification Examination. This examination shall be administered in accordance with the appropriate IPG. Specialists who do not attend FAA Academy training shall be administered an examination prepared by the FAA Academy, during initial radar training.

f. En Route Flight Advisory Service (EFAS) Recertification Examination. AMA-500 prepares and administers the EFAS recertification examination for flight service specialists in the field.

g. Weather Surveillance Radar 88D (WSR-88D). AMA-500 maintains the training material and a certification examination required for all flight service specialists who use WSR-88D information in pilot weather briefing.

h. Limited Aviation Weather Reporting Station (LAWRS). AMA-500 maintains the training material. The National Weather Service (NWS) certification examination is contained within the CBI program.

2-10. FACILITY TRAINING RESPONSIBILITIES. All personnel involved in Air Traffic technical training shall maintain a comprehensive working knowledge of the procedures and guidelines outlined in this order and the applicable national, service area, and local training directives.

a. ATM.

(1) General. ATMs shall ensure that:

(a) A training program is established for Certification and Proficiency and is conducted in accordance with national, service area, and local directives and IPGs.

(b) The training program shall be described in a facility training directive.

(c) Ensure that an annual schedule of required refresher training is maintained and that the refresher training is accomplished.

(d) Where authorized, a support manager is selected and assigned the responsibilities of the TA. Where no support manager is authorized, an individual is designated in writing to serve as the TA. The ATM may serve as the TA, without written designation.

(e) Within 30 days of occupying the position, the individual designated as the Facility Technical Liaison Officer (FTLO) for the Air Traffic Instructional Services (ATIS) Contract shall complete the required training, established by the ATIS Contracting Officer, in order to perform the duties of an FTLO.

(f) Individuals assigned to staff positions that conduct classroom training or develop lesson plans attend a FAA approved instructor training course within six months of occupying the position. Briefings conducted by staff personnel and administration of simulated control scenarios do not constitute classroom training.

(g) FAA Form 3120-1 is initiated and maintained (see Appendix 1).

(h) Resource requirements necessary to conduct the facility training program are submitted to the service area office.

(i) When the facility is identified as a LAWRS site, prior to the start of LAWRS training, the weather service regional office is notified of the pending change in status.

(2) OJT and Certification Process. ATMs shall:

(a) Ensure that individuals entering qualification training receive facility orientation and are briefed on the IPG, facility training directive, Federal Aviation Personnel Manual (FAPM) Letter 330-1, and other associated directives prior to entering training.

(b) Ensure that OJT is accomplished in accordance with Chapter 3, Air Traffic Control Specialist On-the-Job Training and Position Certification.

(c) Ensure that training reports are properly completed and maintained.

(d) Ensure that facility target hours, minimum certification hours, and OJT hours are established, maintained, and updated.

(e) Ensure that an annual evaluation of the efficiency and effectiveness of the OJT program is conducted and a written report is prepared. The report shall be sufficiently detailed to provide a basis for improving the facility training program.

(f) Ensure that all OJTIs and supervisory ATCSs meet the qualification criteria in this order.

(g) Ensure that OJTIs are recommended and designated in accordance with Chapter 3.

(h) Ensure that training teams receive support of the TA and support managers.

(i) Forward comments and information concerning curriculum or training requirements to Controller Training Division through established channels.

(j) Initiate the training review process and ensure that the training review process is conducted when requested by the hub manager or when training has been suspended due to the developmental's performance.

(3) CBI. ATMs shall:

(a) Implement CBI training at each facility.

(b) Ensure that CBI platforms, with current courseware, are available for training.

(c) Secure and limit access to student data and records, testing materials, and the operating system.

(d) Direct development of local courseware and modification of national courseware for site-specific needs.

(e) Maintain current and accurate information on the status of locally developed CBI courseware. Log this information on the CBI Web site. Prior to developing any new CBI courseware, facilities are encouraged to review the CBI Web Site in order to reduce redundancy and increase potential productivity.

b. TA. TAs shall:

- (1) Administer the facility training program.
- (2) Develop and maintain a staff of support specialists, where authorized.
- (3) Ensure that the facility training program is planned, conducted, assessed, and revised on a continuous basis.
- (4) Maintain close communication with operations supervisors, support managers, OJTIs, and ATMs regarding all facility training programs and resources.
- (5) Ensure that the training contract is administered in accordance with national, service area, and local directives.
- (6) Monitor and assess the performance of support specialists/contract instructors on a continuous basis.
- (7) Ensure that local course materials, visual aids, and control scenarios are developed and properly labeled.
- (8) Plan and direct the training of personnel involved in the OJT/certification process.
- (9) Maintain training documentation.
- (10) Attend Air Traffic Facility Training Administration (FTA) course as soon as possible.

c. Facility Support Staff. The support staff shall:

- (1) Organize and conduct training.
- (2) Prepare and maintain training materials.
- (3) Provide qualification training materials for developmental specialists upon entry into training.
- (4) Develop, validate, and administer laboratory scenarios.
- (5) Evaluate CPC-in-Training/developmental's performance on a laboratory scenario(s).
- (6) Develop and conduct proficiency training.

d. Operations Managers. Operations managers may be assigned the responsibility to manage OJT of all personnel under their supervision. If a facility has no second-level supervisors, these duties are performed by the ATM. The second-level supervisor shall:

- (1) Maintain close communication with the TA and operations supervisors regarding developmental and FPL/CPC controller training.

(2) Provide oversight and direction to operations supervisors to ensure compliance with training directives.

(3) Review OJT documentation.

e. Operations Supervisors. Operations supervisors shall:

(1) Identify, recommend, coordinate, and schedule proficiency training.

(2) Perform OJTI certification and periodic performance skill checks on OJTIs while performing OJTI duties.

(3) Provide feedback to OJTIs and CPC-in-Training/developmentals on training performance.

(4) Ensure that OJTIs have no other duties to perform during training sessions.

(5) Maintain either currency or familiarization on positions for which certifications are conducted.

(6) Promote teamwork skills for training team members.

(7) Conduct performance and certification skill checks in accordance with Chapter 3.

(8) Evaluate CPC-in-Training/developmental's performance on a laboratory scenario(s) when requested by the TA.

(9) Brief the CPC-in-Training/developmental's supervisor on the performance and/or certification skill-check results and recommendation(s).

(10) Ensure that OJT is productive and appropriate for the experience level of the CPC-in-Training/developmental.

(11) Ensure that performance feedback is provided to the CPC-in-Training/developmental as soon as possible after each OJT session.

(12) Ensure that for all training sessions conducted during the assigned shift, at least one OJT report for each position/consolidated position is completed. It is permissible to combine reports if the OJTI trains the same CPC-in-Training/developmental on the same position, on the same day.

(13) Serve on training reviews.

f. Supervisor of Record. The CPC-in-Training/developmental's supervisor of record shall:

(1) Administer, assign, monitor, and facilitate training. This includes:

(a) Establishing a training team.

(b) Ensuring that OJF is provided for at least two operational positions.

(c) Ensuring that OJF hours are documented.

(d) Ensuring that the majority of OJT is provided by members of the training team.

(e) Identifying, recommending, coordinating, and scheduling additional OJT hours and skill enhancement training.

(f) Conducting evaluation laboratory scenarios when requested by the TA.

(2) Maintain communication among the training team, TA, and operational managers.

(3) Sign the position certification entry in the employee's FAA Form 3120-1 and FAA Forms 3120-25/26/32/36. This signature certifies that the employee has completed all qualification training for the position.

(4) Serve as team leader for the training team(s).

(a) Make the final determination to modify the training plan by providing skill enhancement training or additional OJT hours.

(b) Make the final determination regarding certification.

(c) Make the final determination regarding the suspension of OJT.

(5) Address any reported extenuating circumstances that may impede the CPC-in-Training/developmental's training progress.

g. OJTI. The OJTI is responsible for assisting the CPC-in-Training/developmental in acquiring the knowledge and skills necessary to certify. The OJTI shall:

(1) Ensure that the OJT process includes preferred methods of teaching through a combination of instruction, demonstration, and practical application. OJT instruction shall be based on handbook requirements and procedures and shall provide guidance on control judgment. Alternative techniques should be demonstrated by the OJTI.

(2) Be familiar with the CPC-in-Training/developmental's previous training performance prior to commencing OJT.

(3) Document OJT results on FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report, FAA Form 3120-26, FSS/AFSS OJT Instruction/Evaluation Report, or FAA Form 3120-32, Traffic Management Coordinator OJT Instruction/Evaluation Report. For each training session conducted during the assigned shift, at least one OJT report for each position/consolidated position shall be completed by each OJTI. It is permissible to combine reports if the OJTI trains the same CPC-in-Training/developmental on the same position on the same day.

(4) Discuss the CPC-in-Training/developmental's performance as soon as possible after each OJT session.

(5) Perform only OJT duties during training sessions.

(6) Be plugged into the same control position as the CPC-in-Training/developmental when OJT is being conducted.

(7) Provide OJT to no more than one CPC-in-Training/developmental at the same time.

(8) Satisfy training objectives as specified in the training plan.

(9) Keep the CPC-in-Training/developmental's supervisor informed of progress.

(10) Assume the responsibilities of a training team member when assigned to a training team.

(11) Be responsible for all positions combined during training, even if the CPC-in-training/developmental is certified on one or more of the positions that are combined.

h. CPC-in-training/developmental. The CPC-in-Training/developmental shall:

- (1) Actively participate in training to achieve certification.
- (2) Perform operational assignments in order to maintain proficiency and currency.
- (3) Review, discuss, and make suggestions to enhance the training plan with the other members of the training team.
- (4) Ensure that all aspects of the training plan are understood.
- (5) Review, discuss, and sign FAA Forms 3120-25/26/32/36.
- (6) Immediately advise a supervisor of any extenuating circumstance(s) that might impede training progress.
- (7) Be physically and mentally prepared to receive OJT, exercise initiative, and study to ensure satisfactory training progress and certification.
- (8) Verify that all OJT/OJF times are recorded accurately.
- (9) Engage in OJT only on positions that have been assigned.
- (10) Be receptive to training performance feedback from OJTIs/supervisors.

SECTION 3. TRAINING REQUIREMENTS FOR AIR TRAFFIC CONTROL SPECIALISTS

2-11. QUALIFICATION TRAINING.

a. Newly hired ATCS shall successfully complete the initial qualification training for the option they were selected. The following table outlines the initial training requirements based on the hiring source:

HIRING SOURCE	INITIAL TRAINING REQUIREMENT
General Public	Air Traffic Basics and Initial Qualification Course conducted at the FAA Academy for the appropriate option.
Collegiate Training Initiative (CTI)	Initial Qualification Course conducted at the FAA Academy for the appropriate option. CTI hires are not required to attend Air Traffic Basics.
Minneapolis Community and Technical College Air Traffic Control Training (MTCT ATCT) (formally known as MARC)	No Academy initial training required. Enter appropriate stage of field training.
Veterans Recruitment Appointment (VRA) military controllers	Terminal Option: No Academy tower initial qualification training required. Enter appropriate stage of field training determined by receiving facility. NOTE: VRA hires assigned to radar approach control facilities shall attend Course 50034, Terminal Basic Radar Training at the FAA Academy's Radar Training Facility (RTF) En Route Option: En Route Initial Qualification Course conducted at the FAA Academy. VRA hires are not required to attend Air Traffic Basics
Retired Military Controllers	No Academy tower initial qualification training required. Enter appropriate stage of field training determined by receiving facility. NOTE: Individuals assigned to radar approach control facilities shall attend Course 50034, Terminal Basic Radar Training at the FAA Academy's Radar Training Facility (RTF)
Department of Defense(DOD) civilian controllers	Terminal Option: No Academy tower initial qualification training required. Enter appropriate stage of field training determined by receiving facility. NOTE: DOD hires assigned to radar approach control facilities shall attend Course 50034, Terminal Basic Radar Training at the FAA Academy's Radar Training Facility (RTF) En Route Option: En Route Initial Qualification Course conducted at the FAA Academy. DOD hires are not required to attend Air Traffic Basics.
Alaskan Flight Service Training Initiative (AFTI)	No Academy initial training required. Enter appropriate stage of field training at an Alaskan Flight Service station only.
Former Professional Air Traffic Control Organization (PATCO) controllers	Academy training for the appropriate option specifically developed for former PATCO controllers.
Former Federal Employees (Reinstatements)	No Academy initial training required. Enter appropriate stage of field training.

b. Each CPC-in-Training/developmental shall receive qualification training at the field facility as outlined in this order and the facility training directive. Qualification training shall be consistent with the types of air traffic services provided by the facility, and traffic situations encountered should become progressively more complex. If certification is not achieved, the ATM shall initiate action in accordance with FAPM Letter 330-1 and/or other appropriate agency directives.

c. En route and terminal controllers changing to the terminal and en route options, respectively, need not attend initial qualification training for the new option, at the FAA Academy. The specialist shall be entered into the appropriate development stage of the field training program as determined by the receiving facility ATM.

d. En route and terminal controllers changing to the flight service option who have not previously completed the flight service initial training shall enter flight service training at the FAA Academy.

e. AFSS specialists changing to the en route or terminal option shall enter the appropriate program at the FAA Academy. An AFSS specialist who has previously successfully completed either terminal or en route initial qualification training at the FAA Academy shall be entered into the appropriate development stage of the training program as determined by the receiving facility ATM.

f. Prior to certification on a radar position, ATCSs assigned to terminal radar facilities shall attend Course 50034, Terminal Basic Radar Training at the FAA Academy's Radar Training Facility (RTF). Enrollment in the course will be limited to ATCSs assigned to or selected for a radar approach control facility who have not previously been radar certified at the CPC level in an FAA facility.

g. ATCSs at visual flight rules (VFR) towers are not eligible to attend RTF. ATCSs at VFR towers where a tower radar display is used for instrument flight rules (IFR) separation shall complete the Terminal Radar Qualification examination and the appropriate portions of Stage VII Radar Control training (see Appendix 6) as part of local control certification. The appropriate portions of Stage VII training is determined by the ATM to ensure that the training is commensurate with the duties performed in the local control position.

h. ATCSs at facilities that have weather observer responsibilities shall successfully complete Course 57511 (LAWRS) and successfully pass the National Weather Service (NWS) Weather Observer Certification Examination contained within course 57511. ATCSs shall receive at least five hours of OJT that includes operation of the weather-observing equipment used at the facility and a minimum of five practice observations under realistic conditions. These observations shall be recorded on an Meteorological Form 1 M-10C Surface Weather Observations (METAR/SPECI) (MF1M-10C) and taken with the availability of a knowledgeable observer who can answer questions about the practice observations. This availability can be through coordination with another certified weather observer or the FAA Academy. In order to retain certification, the ATCS must complete one official or practice observation recorded on an MF1M-10C within the past 60 days.

i. ATCSs at facilities required to back up an Automated Surface Observing System (ASOS) or an Automated Weather Sensor System (AWSS) shall successfully complete weather observer training and certification as outlined in the previous paragraph and complete Course 57005 (ASOS) or Course 57089 (AWSS) as appropriate. OJT is required on the actual ASOS/AWSS equipment prior to completion of training. Completion of Course 57005 or 57089 shall be recorded as supplemental training in FAA Form 3120-1. If only a portion of this course is required to meet the specific needs of the facility, only the portion(s) actually completed shall be recorded in FAA Form 3120-1. In order to retain this certification, the ATCS shall be logged on the position responsible for ASOS/AWSS for at least 1 hour or complete one manual official or practice observation recorded on an MF1M-10C within the past 60 days.

2-12. PROFICIENCY TRAINING (Refresher, Supplemental, Skill Enhancement, Remedial).

a. Requirement. Proficiency training is required for all personnel who maintain operational currency. The purpose of this training is to maintain and upgrade the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner.

(1) Proficiency training needs will differ from facility to facility and, therefore, should be tailored to meet identified requirements.

(2) Proficiency training may include mandatory briefing items distributed by headquarters/service area offices/facilities.

(3) All proficiency training shall be documented in the employee's FAA Form 3120-1.

b. Refresher Training. Each facility shall establish in writing an annual refresher training program. Facilities are encouraged to review historical data in order to identify additional topics for the annual refresher training program in order to meet each facilities changing needs. Supervisors shall stress that refresher training is for proficiency improvement, not performance evaluation.

(1) This program shall include, but is not limited to, training on the following topics:

(a) Unusual situations, such as unplanned equipment outages, aircraft equipment failure, hijacking, and other types of emergencies. (Training on emergency situations should be based on real life incidents and aircraft accidents, stressing a lesson learned approach.)

(b) Seldom used procedures, such as transitioning to and applying nonradar separation and procedures for special flight handling.

(c) Weather and other conditions that affect flight (e.g., Icing, Thunderstorms, Wind Shear, Density Altitude, etc.) within the facility's airspace.

(d) Bird activity information and dissemination.

(e) Other topics identified and transmitted by Air Traffic and service area offices.

(2) Facilities that provide the following services shall include the following items in the annual refresher training program:

(a) Safety alerts and traffic advisories.

(b) Wake turbulence information and application.

(c) Position and hold.

(d) Local Airport Deicing Plans (LADP).

(e) Minimum Safe Altitude Warning (MSAW) procedures.

(f) Procedures and responsibilities for Special Use Airspace. This training shall include, but is not limited to, a review of military training routes (MTRS) and the types of operations conducted on any MTRS beginning in, passing through, or terminating within the controllers area of responsibility.

(3) Tower facilities shall include item(s) directly related to the prevention of runway incursions each quarter in the annual refresher training program. The intent of this quarterly requirement is for this training to occur every three months.

(4) All Tower Visibility Observers shall annually receive refresher training in tower visibility procedures and markers.

NOTE: LAWRS observers are not required to maintain a separate tower visibility certificate because it is incorporated in their LAWRS certification.

(5) All certified weather observers who back up an ASOS or AWSS shall receive at least semiannual LAWRS refresher training, and at least annual refresher training on the operator input device (OID). The OID refresher training should consist of a retake of the self-assessment section of CBI Course 57005/57089 as appropriate. All certified weather observers who take manual observations shall receive at least annual observer refresher training. The refresher training should include, but is not limited to, seasonal changes, visibility markers, adverse weather situations, and common data-entry errors.

(6) Operational Personnel shall receive the following training in lost aircraft orientation:

- (a) Terminal and en route personnel, annually
- (b) Flight service personnel, quarterly.

(7) Radar Facilities shall administer airspace intruder refresher training annually. This training shall include:

- (a) Tracked and untracked targets.
- (b) Airspace violators who have established two-way radio communications and violators who have not established two-way radio communications.
- (c) Mode C and non-Mode C equipped targets.

(8) Facilities with simulation training capability (e.g.; ETG, TTG, DYSIM, CBI, etc.) shall include a minimum of 2 hours of simulation training on the topics identified in paragraph 2-12b(1), (2), (6), and (7). This simulation training should duplicate, as closely as possible, the actual work environment.

(9) Personnel required to maintain radar currency shall receive refresher training annually on the use of the primary backup mode. This training shall include:

- (a) Transitioning to and from normal operations to backup operations.
- (b) The unique radar/flight data processing used while operating in the back-up configuration(s)
- (c) Control and communication procedures associated with operation in the backup mode.

(10) Controller In Charge (CIC). Individuals certified as CIC shall receive a minimum of 4 hours of refresher training annually. Cross-sectional workgroups shall be used annually to recommend the training method and subject area(s). The training hours are not required to be administered consecutively.

(11) User Request Evaluation Tool (URET). When an area of specialization exclusively utilizes URET, facilities shall conduct annual refresher training on the transition to/from a URET environment to paper strips. Training with the paper strips shall focus on the identification of possible aircraft conflicts as well as proper strip marking procedures.

(12) Air Traffic Facility Continuity Contingency Plan (refer to FAA Order 7210.3, Facility Operation and Administration). In accordance with FAA Order 1900.47, Air Traffic Services Contingency Plan, ensure familiarity with procedures and airspace based on the facility contingency plans (e.g., loss of radar, communications failure, etc.)

c. Supplemental Training. Operational personnel shall complete supplemental training prior to the utilization of new/revised procedures, regulations, or equipment.

d. Skill Enhancement Training for CPC/FPL. Training administered when it is determined that a need exists to increase the proficiency of a specialist in a skill on a position on which the specialist is certified.

(1) The specialist shall be advised in writing of the skill that is targeted for training.

(2) The operations supervisor, in collaboration with the specialist, is responsible for developing the training to be administered to the specialist. The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory scenarios, classroom instruction, CBI lessons, and OJT. The operations supervisor shall determine the most effective method.

(3) CPC/FPL Skill Enhancement training shall be documented in Section V of FAA Form 3120-1. CPC/FPL Skill Enhancement training will be encoded number 4. Continue to use FAA Form 3120-1.5 (dated 4/77) until supplies are exhausted; make a written annotation explaining code 4 at the bottom of the form.

e. Remedial Training. Training conducted to correct specific performance deficiencies.

(1) When an individual is decertified as a result of a performance deficiency, remedial training shall be conducted.

(2) When an individual's performance is deficient, however, the individual has not been decertified, remedial training may be conducted.

(3) Training provided as a result of performance deficiency shall be documented as remedial training. When documenting remedial training due to a performance-related decertification, no references shall be made to the Operational Error/deviation in Section V.

(4) The employee shall be notified in writing of the specific subject areas to be covered and the reasons.

(5) The employee will have a reasonable opportunity to provide input on the development of his/her remedial training.

(6) The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory scenarios, classroom instruction, CBI lessons, and OJT. Supervisors shall determine the most effective method.

2-13. RECERTIFICATION.

a. Recertification Procedures. Personnel who fail to meet currency requirements and those restricted from working an operational position shall be recertified prior to the resumption of operational duties. In addition, FAA Form 3120-25, FAA Form 3120-26, or FAA Form 3120-32, shall be used to document recertification (see Appendixes 2 and 3). All recertifications shall be recorded in FAA Form 3120-1, Section III. Additional entries in FAA Form 3120-1 may be required based on the circumstances regarding the decertification. To be recertified, a person must demonstrate, under direct supervision, the ability to satisfactorily perform relevant operational duties during normal workload conditions. Recertification is required under two circumstances:

(1) Performance related: This circumstance results from unsatisfactory performance observed by the supervisor or discovered as the result of reviewing facility records, data, and/or audio recordings. Unsatisfactory performance shall be entered in FAA Form 3120-1, Section VI, Technical Appraisal. If the unsatisfactory performance contributed to an operational error/deviation, concise data detailed in FAA Order 7210.56, Air Traffic Quality Assurance, shall also be entered on a separate page in FAA Form 3120-1, Section VI.

(a) Operations supervisors shall ensure that all prerequisites have been met prior to performing the recertification.

(b) Recertification may be accomplished by individual position or a single action covering multiple positions at the discretion of the ATM.

(c) If recertification is unsuccessful, the ATM shall take action in accordance with agency guidelines.

(d) Training for recertification due to decertification on an operational position shall be recorded as remedial training in the employee's FAA Form 3120-1 (see Appendix 1).

(2) Non-performance related: This circumstance involves loss of currency as a result of a non-performance related absence (e.g., medical, detail, temporary duty assignment, collateral duty, etc.). The recertification and any qualification training conducted shall be entered in FAA Form 3120-1, per Appendix 1.

(a) Operations supervisors shall ensure that all prerequisites have been met prior to performing the recertification.

(b) Recertification may be accomplished by individual position or a single action covering multiple positions at the discretion of the ATM.

(c) If certification is not achieved, the ATM or TA may assign additional OJT hours and/or skill enhancement training as outlined in Chapter 3 or may refer the individual to a training review process prior to initiating action in accordance with appropriate agency directives.

(3) Weather Observer Recertification. To recertify as a weather observer, personnel who have not taken an observation within 60 days shall demonstrate proficiency to an operations supervisor or an operations supervisor's designee. The appropriate NWS regional office shall be notified of this proficiency check for notation on the individual's weather observer certificate. Personnel who have not taken an observation within 90 days shall retake the NWS weather observer certification exam. Recertification shall be entered in Section III of FAA Form 3120-1. The appropriate NWS regional office shall be notified of this recertification.

(4) Pilot Weather Briefer. Individuals certified as Pilot Weather Briefers shall comply with the Proficiency Check requirements established by the National Weather Service and outlined in NWS Instruction 10-809.

b. Recertification Hours.

(1) Personnel who have not worked an operational position for 120 days or less may, at the discretion of the ATM, be recertified and returned to operational duties without additional training. They may receive classroom, laboratory, and OJT prior to recertification evaluation. OJT hours shall not exceed 25 percent of the target hours established for developmentals with no previous experience. The facility may establish minimum certification hours.

(2) Personnel who have not worked an operational position for more than 120 days but less than 1 year shall receive classroom, laboratory, and OJT prior to recertification evaluation. OJT hours shall not exceed 50 percent of the target hours established for developmentals with no previous experience. The facility shall establish minimum certification hours.

(3) Personnel who have not worked an operational position for 1 year or more shall receive classroom, laboratory, and OJT prior to recertification evaluation. OJT hours shall not exceed 100 percent of the target hours established for developmentals with no previous experience. The facility shall establish minimum certification hours.

SECTION 4. TRAINING AND PROFICIENCY RECORDS AND REPORTS


2-14. POLICY.

a. An FAA Form 3120-1 shall be prepared for each ATCS and will be maintained as a permanent part of the employee's training file. It shall be used to record the results and the completion of training requirements for each qualification course, proficiency training, and other agency-approved courses. Employment data as well as air traffic certificates and ratings shall also be documented in the record. The guidance contained in Appendix 1 shall be followed in making entries in FAA Form 3120-1, which is governed by the provisions of the Privacy Act of 1974.

b. For reporting purposes, the terms "student/trainee/developmental" apply to anyone receiving training at the specialist, instructor, or supervisory level.

c. A facility may maintain sections of FAA Form 3120-1 outside of the orange jacket of the form. When sections are kept outside the orange jacket for accessibility of initialing, etc., precautions must be taken to ensure that the provisions of the Privacy Act and other record-maintenance requirements are met. Precautions must be taken to ensure that there is no mixing or confusing of the records.

d. Documentation of training received should be the same at a temporary and at a permanent air traffic facility, with the following necessary variations at the temporary facility:

- (1) No entries are necessary in Sections I and IIA.
- (2) Section IIB entries should include "(TEMPORARY)" after the name of the facility. 
- (3) Section III entries should correctly reflect that the training was completed, either in separate development stages/positions or as a single action (all positions combined).
- (4) If no three-character identification is assigned to the facility, enter the full name in the "FAC IDENT" column.
- (5) Make entries in Sections IV through VIII only if appropriate to the operations.

2-15. RESPONSIBILITIES.

a. The ATM or designee shall be responsible for initiating and maintaining the employee's FAA Form 3120-1.

b. Upon completion of a centralized training course, the organization providing the course shall provide to the facility a record of each specialist's performance and achievement for inclusion in the specialist's FAA Form 3120-1.

c. At the FAA Academy, AMA-500 shall operate as a field facility for the purposes of this directive with respect to FAA Form 3120-1 management and administration.

2-16. TRAINING REPORTS. A training report shall be completed on the appropriate FAA/OJT Instruction/Evaluation form for OJT sessions and laboratory/simulation scenarios. Reports reflecting certifications shall contain the signature of the certifying official. Examples of the FAA forms and specific instructions regarding completion of training reports are contained in the appendixes of this order and in facility training directives.

2-17. DISPOSITION OF RECORDS AND REPORTS.

a. Training documents (e.g., Training Plans, FAA Forms 3120-25/26/32/36, etc.) may be disposed of after certification on each position or, for the en route option, after certification on each sector (e.g., D6/R6). Exception: Reports reflecting position certifications, recertifications prior to being facility rated, and all written and performance-based examinations required by the IPG shall be retained for 1 year after the employee is facility rated. Prior to these documents being disposed of, they should be offered to the employee.

b. In the event of a termination of employment due to a training failure, all training records, reports, training plans, etc., shall be retained at the facility for a period of 1 year. After 1 year, if appropriate, they shall be handled in accordance with Order 1350.15, Records Organization, Transfer, and Destruction Standards. (Procedures for record disposition may vary from service area to service area. Therefore, reference should be made to service area supplements regarding this process.)

c. FAA Forms 3120-25/26/32/36 utilized for CPC/FPL recertification may be disposed of after the recertification has been documented with all appropriate signatures in the Training and Proficiency Record, FAA Form 3120-1, Section III or TRAX.

d. Upon termination of employment, except for training failures, FAA Form 3120-1 shall be forwarded to the regional Human Resource Management division.

e. The service area office may require retention of records beyond the periods specified above because of special circumstances (e.g., litigation, appeals, etc.). In these cases, facilities shall comply with service area office guidance.

CHAPTER 3. AIR TRAFFIC CONTROL SPECIALIST ON-THE-JOB TRAINING AND POSITION CERTIFICATION

SECTION 1. GENERAL

3-1. GENERAL. This chapter establishes requirements and procedures for standardization of instruction and evaluation of the OJT and position certification process.

3-2. FACILITY TRAINING HOURS.

a. Each facility shall:

(1) Establish target hours, minimum certification hours, and OJT hours for each operational position within the facility. Cross-sectional work groups shall be used to recommend these hours.

(2) Establish target hours, minimum certification hours, and OJT hours for categories of individuals in order to adjust training requirements for the level and recency of previous experience (e.g., those with no previous experience, individuals transferring from a same-type/same-level facility, individuals transferring from same-type/lower-level facility, etc.).

(3) Evaluate established hours at least annually and, if necessary, adjust the hours.

b. ATMs may authorize training on consolidated positions when the consolidation of these positions is a routine configuration at a facility. Each facility shall identify in its training order those operational positions that are routinely combined. OJT time may be allotted between the consolidated positions based on traffic activity, as determined by the OJT. If the CPC-in-Training/developmental is certified on one or more of the consolidated position(s), the full amount of OJT time shall be allotted to the position on which the CPC-in-Training/developmental is not certified.

SECTION 2. ON-THE-JOB-TRAINING AND POSITION CERTIFICATION

3-3. SELECTION, CERTIFICATION, AND EVALUATION OF OJTIs.

a. The selection of OJTIs shall be accomplished as follows:

(1) To be eligible for selection as an OJTI, a candidate shall meet the following minimum qualification criteria:

(a) Certified at the CPC/FPL level.

(b) Certified a minimum of 6 months on positions involved. Exception: Transferring ATCSs with previous OJTI experience on the same-type position, shall be certified on the positions involved for a minimum of 60 hours. This requirement may be waived at the ATM's discretion for noncontrol positions.

(c) Current on positions involved.

(d) Recommended by immediate supervisor.

(2) A panel shall be designated by the ATM to recommend ATCS OJTI candidates. Composed of a minimum of two people, the panel shall consider, at a minimum, the following personal attributes in its recommendation of OJTI candidates:

(a) Human relations skills.

(b) Communication skills.

(c) Motivation and attitude.

(d) Objectivity.

(e) Credibility.

(3) The panel shall forward its recommendation to the ATM for final approval.

b. To be assigned OJTI duties, the selectee shall:

(1) Successfully complete the approved FAA Air Traffic OJTI course or OJTI Cadre course. Course completion shall be documented in FAA Form 3120-1, Section VII.

(2) Successfully complete OJTI certification. This certification shall be performed by the employee's first-level supervisor through personal observation of the employee's performance while conducting the first OJT session. Documentation of the certification shall be made in the employee's FAA Form 3120-1, Section III.

c. First-level supervisors shall conduct an evaluation on OJTIs while they are performing OJTI duties. This evaluation shall occur within 30 days of assignment of OJT duties and at least every 6 months thereafter. The evaluation(s) shall be documented as skill checks in the employee's FAA Form 3120-1, Section VI. If the last evaluation has exceeded 6 months, an evaluation shall be conducted within 30 days upon resumption of OJTI duties.

3-4. TRAINING TEAMS.

a. A training team shall be established by each CPC-in-Training/developmental's supervisor. The training team shall facilitate the training of the CPC-in-Training/developmental by continuously assessing training progress and providing feedback. The specific individuals on this team may change as the CPC-in-Training/developmental's training progresses in order to meet individual and/or facility needs. The training team shall consist of:

- (1) Two OJTIs.
- (2) The CPC-in-Training/developmental.
- (3) The CPC-in-Training/developmental's supervisor.
- (4) Other person(s) if assigned by the ATM.

b. The training team shall:

(1) Develop and review the Training Plan, and recommend modifications to the CPC-in-Training/developmental's supervisor. The team shall meet periodically to ensure training plan objectives are met. The training team shall determine the frequency of meetings.

(2) Review the CPC-in-Training/developmental's training history prior to that individual starting OJT, and if practical, observe the CPC-in-Training/developmental performing tasks in a simulated environment.

(3) Determine the operational positions for which OJF is required. OJF is required on at least two operational positions. OJF shall be completed prior to beginning OJT on positions for which OJF is assigned, and shall be documented on FAA Forms 3120-25/26/32, or in a service area/locally approved format.

(4) Ensure continuous, objective assessment of progress during training, including a review of all training documentation and input from all training team members.

(5) Provide recommendations on the CPC-in-Training/developmental's readiness for certification.

(6) Identify areas requiring improved performance and:

- (a) Recommend the types of skill enhancement training to be provided, and/or
- (b) Recommend additional OJT hours.

(7) Provide information during the training review process, as requested.

c. The CPC-in-Training/developmental's supervisor shall act as the training team leader and shall retain the responsibility to direct the CPC-in-Training/developmental's training by modifying the Training Plan after considering the recommendations of the training team. The supervisor shall facilitate training team functions and seek support of facility management and staff personnel when necessary.

d. The two OJTIs shall be responsible for providing the majority, fifty percent or more, of the CPC-in-Training/developmental's OJT. The primary OJTI will usually train the CPC-in-Training/developmental. The secondary OJTI will provide training when the primary OJTI is not available. When neither the primary nor the secondary OJTI is available, any OJTI may provide training.

e. OJT performance feedback shall be provided to the CPC-in-Training/developmental as soon as possible after each OJT session. This discussion should include an overview of the session, an identification of the CPC-in-Training/developmental's strengths and weaknesses, and specific recommendations to improve performance.

3-5. TRAINING PLAN.

a. The training team members shall develop and document in writing a Training Plan before beginning OJT. (An example of a Training Plan is shown in Figure 3-1.) At a minimum, the Training Plan shall include requirements, team responsibilities, target hours, and individual training needs.

b. Any modifications to the Training Plan shall be discussed with the CPC-in-Training/developmental and documented as an addendum to the original Training Plan.

c. Retention of Training Plans shall be in accordance with paragraph 2-17, Disposition of Records and Reports.

3-6. PERFORMANCE SKILL CHECKS. (CPC-in-Training/Developmental)

a. Performance skill checks shall be used to:

(1) Compare the knowledge and skill levels of a CPC-in-Training/developmental to those required for certification.

(2) Identify those areas that require improvement to achieve certification.

b. A performance skill check shall occur within the first 30 days after OJT begins, and then at least every calendar month thereafter, on each position for which the CPC-in-Training/developmental is receiving OJT.

c. Performance skill-check time does not count toward OJT hours.

d. Performance skill checks shall be performed by the CPC-in-Training/developmental's supervisor or a supervisor who maintains familiarity or currency on the operational position. In the event the supervisor only maintains familiarity on an operational position, an OJTI shall be plugged in and responsible for the position during the performance skill-check session.

e. Performance skill checks are permitted on consolidated positions only if training occurred on these consolidated positions.

f. The results of the performance skill check shall be documented on FAA Form 3120-25 (see Appendix 2), FAA Form 3120-26 (see Appendix 3), or FAA Form 3120-32 (see Appendix 7). The documentation shall include:

- (1) A description of performance.
- (2) Recommendations for performance improvement.
- (3) A recommendation for one of the following:
 - (a) Continuation of OJT.
 - (b) Skill enhancement training.
 - (c) Suspension of OJT.
 - (d) Certification skill check (see paragraph 3-7), provided that minimum certification requirements are met.

g. After the performance skill check, the CPC-in-Training/developmental's supervisor shall consider:

- (1) The CPC-in-Training/developmental's performance during OJT.
- (2) The performance demonstrated during the performance skill-check session.
- (3) The recommendation(s) resulting from the performance skill-check session.
- (4) Input from other training team members.

h. The CPC-in-Training/developmental's supervisor shall then take one of the following actions:

- (1) Continuation of OJT. The CPC-in-Training/developmental will continue OJT. It is anticipated that certification will be attained within the target OJT hours or that additional OJT hours will be assigned.
- (2) Skill Enhancement Training. Training (other than OJT) will be provided in order to improve performance. The type(s) of training to be provided shall be recommended by the training team. This training shall not count toward OJT hours.
- (3) Suspension of OJT. If training is suspended as a result of a performance skill check, a training review shall be conducted.
- (4) Conduct a certification skill check (see paragraph 3-7).

3-7. CERTIFICATION SKILL CHECKS.

a. Process. Only the CPC-in-Training/developmental's supervisor can certify the individual or suspend OJT. The CPC-in-Training/developmental's application of the knowledge and skills required for certification shall be assessed during a certification skill-check on an operational position. The assessment may require more than one session on the position. Additionally, the certification skill check may be supplemented by verbal questioning, simulation, or other methods. Certification is permitted on consolidated positions only if OJT occurred while these positions were consolidated and the recommendation for certification occurred while the positions were consolidated. A certification on consolidated positions certifies the CPC-in-Training/developmental on each of the individual operational positions involved.

b. Requirements. A certification skill check may be conducted prior to completing OJT Target hours or Additional OJT hours if it is recommended by the training team and the minimum certification hours have been completed. Upon completion of Maximum OJT Target Hours or Additional OJT Hours a certification skill check shall be conducted. The certification skill check shall be identified as a certification skill check prior to the session and shall not count toward OJT hours.

c. Responsibilities. Certification skill checks shall be performed by the CPC-in-Training/developmental's supervisor or a supervisor who maintains familiarity or currency on the operational position. In the event the supervisor only maintains familiarity on an operational position, an OJTI shall be plugged in and responsible for the position during the certification skill-check session. The certification skill check shall be accomplished through direct monitoring of the position. Where these requirements cannot be met, the ATM/hub manager or his/her supervisory designee shall perform the certification skill check.

NOTE: "Direct monitoring" is defined as observing and listening to all activity at the operational position.

d. Documentation. The results of the certification skill check shall be documented on FAA Forms 3120-25/26/32. The documentation shall include:

- (1) A description of performance.
- (2) A recommendation for one of the following:
 - (a) Certification.
 - (b) Continuation of OJT.
 - (c) Skill enhancement training.
 - (d) Suspension of OJT.

e. Considerations. After the certification skill check, the CPC-in-Training/developmental's supervisor shall consider:

- (1) The CPC-in-Training/developmental's performance during OJT,
- (2) The CPC-in-Training/developmental's performance demonstrated during the certification skill-check session,
- (3) The recommendation(s) resulting from the certification skill-check session, and
- (4) Input from other training team members.

f. Outcome. The CPC-in-Training/developmental's supervisor shall then take one of the following actions:

(1) Certification. For a certification skill check to result in certification, all applicable job subtasks must be rated as satisfactory or not observed. If a job subtask is not observed during this session, the supervisor must document that the CPC-in-Training/developmental has demonstrated satisfactory performance/knowledge for that job subtask verbally or through simulation or other methods. The position certification shall be documented in FAA Form 3120.1.

(2) Continuation of OJT.

(3) Skill enhancement training.

(4) Suspension of OJT.

g. Monthly Requirement. If a certification skill check results in a recommendation for skill enhancement training or continuation of OJT, an additional performance skill check is not required for that calendar month (see paragraph 3-6b).

3-8. SKILL ENHANCEMENT TRAINING (CPC-in-Training/Developmental).

a. The purpose of skill enhancement training is to enable the CPC-in-Training/developmental to return to OJT and perform at a level that will allow certification within the assigned OJT hours.

b. Skill enhancement training may be used to:

(1) Improve knowledge level or skill performance.

(2) Develop skills that cannot be obtained in the operational environment (e.g., seasonal traffic).

c. This training shall not include OJT or count toward assigned OJT hours.

d. The CPC-in-Training/developmental's supervisor shall identify the need for skill enhancement training based on recommendations from the training team.

e. The training team shall recommend the type of training (e.g., CBI, simulation lab, classroom, position observation) to be provided.

f. The CPC-in-Training/developmental's supervisor shall:

(1) Coordinate the use of training resources.

(2) Schedule the training.

(3) Document the plan in writing.

(4) Discuss the skill enhancement training with the CPC-in-Training/developmental.

(5) Ensure that skill enhancement training is documented on FAA Forms 3120-25/26/32.

3-9. ADDITIONAL OJT HOURS.

a. Additional OJT hours may be:

(1) Used for those CPC-in-Training/developmentals who did not certify within the target hours but, in the opinion of the training team, can certify within the additional hours.

(2) Assigned by the CPC-in-Training/developmental's supervisor upon completion of target hours. The additional hours shall not exceed 20 percent of target hours.

b. Upon the completion of additionally assigned OJT hours, a certification skill check shall be conducted.

c. After the certification skill check, additional OJT hours may be assigned as long as the total additional OJT hours do not exceed 20 percent of the target hours. If the additional 20 percent of the target hours has been used, the CPC-in-Training/developmental's supervisor shall take one of the following actions:

(1) Certification, or

(2) Suspension of OJT.

d. Additional OJT hours shall be documented in Section III of FAA Form 3120-1.

3-10. TRAINING REVIEW PROCESS.

a. The purpose of the training review process is to ensure that opportunities for training success were utilized while maintaining the integrity of the training program. Training reviews shall be conducted when requested by an ATM/hub manager or when training has been suspended due to the CPC-in-Training/developmental's performance.

b. The training review shall be conducted by the following group:

(1) A minimum of two of the following individuals selected by the ATM/hub manager:

(a) An operational supervisor other than the CPC-in-Training/developmental's supervisor. (If not available onsite, the hub manager may assign this duty to any operational supervisor within the hub.)

(b) A support/operations manager at facilities where this position is staffed. (If not available onsite, the hub manager may assign this duty to any support/operations manager in the hub.)

(c) TA/support specialist. (If not available onsite, the hub manager may designate any of these individuals from within the hub.)

(2) A representative designated by the union.

c. The ATM and/or training team members may be asked to provide information during the training review, but shall not be part of the training review group.

d. This training review shall include an assessment of the training history on the position. Interviews of the training team members and/or other persons may be conducted.

e. At the completion of the review, recommendation(s) are forwarded to the ATM/hub manager. Recommendations shall include either (1) or (2) below:

(1) Continuation of training, which may include:

- (a) Reassignment to a new training team,
- (b) Assignment of skill enhancement training,
- (c) Assignment of a new amount of OJT hours, and/or
- (d) Other actions that would help the individual to certify.

(2) Discontinuation of training.

f. The ATM/hub manager shall consider the recommendation(s) resulting from the training review in making a final determination for continuation or discontinuation of training for the CPC-in-Training/developmental.

g. The results of this training review process shall be communicated to the CPC-in-Training/developmental as soon as possible, and in no case shall the training review process exceed 30 days from the date of suspension of OJT.

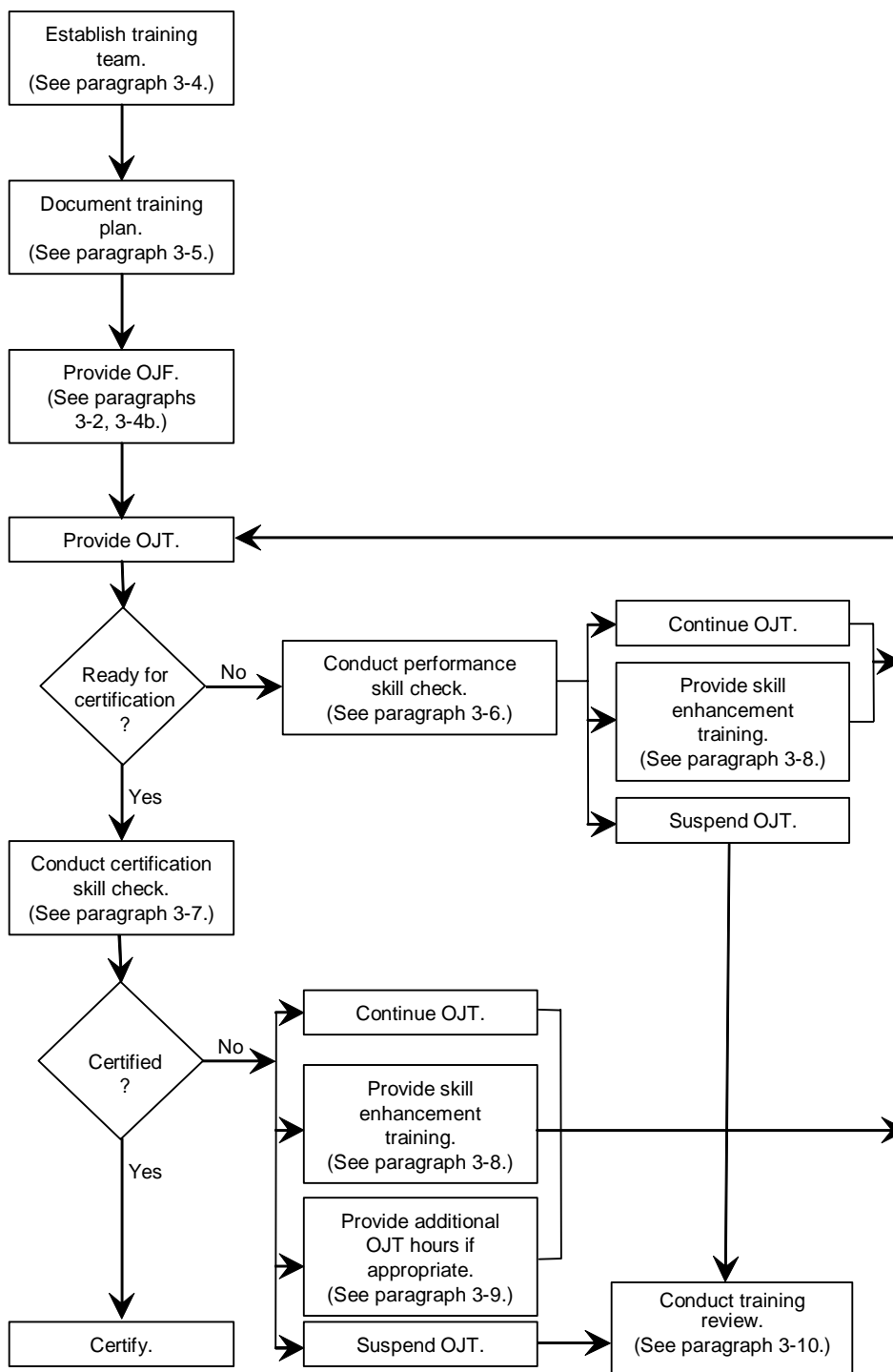
h. Exceptions to the training review process may be approved by the service area manager without coordination with headquarters.

3-11. OJT AND CERTIFICATION PROCESS FLOWCHART.

a. This graphic represents the OJT and certification process in the form of a flowchart. This flowchart is an abbreviated version of the process that provides a general overview of the basic steps involved in the OJT and certification process (see Figure 3-2).

b. This flowchart is not intended as a complete description of the OJT and certification process, or as a substitute for the policy set forth in this order. The flowchart is intended to assist in the understanding of the OJT and certification process. Paragraph numbers have been included in the flowchart to reference the location of specific policy information in the body of the order.

**FIGURE 3-2. OJT AND CERTIFICATION PROCESS
(ABBREVIATED VERSION)**



CHAPTER 4. COMPUTER-BASED INSTRUCTION (CBI)

SECTION 1. GENERAL

4-1. GENERAL. This chapter establishes policy and procedures for CBI.

4-2. RELATED TERMINOLOGY.

a. Air Traffic Training Support Web Page. An FAA Internet Web site that contains a list of national and site specific lessons under development, CBI national course catalog, forums, and other training information.

INTRANET: [HTTP://INET.ATCTRAINING.FAA.GOV](http://inet.atctraining.faa.gov)

INTERNET: [HTTP://WWW.ATCTRAINING.FAA.GOV](http://www.atctraining.faa.gov)

b. Authorware. Icon-driven programming language software used to automate computerized courseware.

c. CBI. Computer-based instruction.

d. CBI Platform. The computer hardware, software, and support equipment used to develop and deliver CBI lessons.

e. CBI Hotline and Air Traffic Helpline. CBI hardware and software technical support. For CBI hardware, courseware distribution, and CMI technical support call the CBI Hotline at (405) 954-4568. To report content or technical problems with CBI courseware, receive assistance operating CBI courseware, and request development materials call the Air Traffic Helpline (405) 954-4000.

f. CD-ROM. A compact disc containing data that can be read by a computer.

g. CMI. Computer-managed instruction. CMI is a computer program that is utilized to assign, monitor, and provide credit for CBI training.

h. CMI Compliance. Courseware that is executable on the CBI platform under CMI.

i. Courseware. Lessons delivered on CBI.

j. Courseware Validation. Verification of technical accuracy, meeting training requirements, courseware functionality, and program execution.

k. DVD. Digital Video Disc. A disc containing data that can be read by a computer. This large capacity disc is the current format in which most CBI lessons are being distributed.

l. Locally Developed Lesson. A CBI lesson developed by a field facility.

m. Local Development Site (Facility). A facility with CBI development capability.

- n. Site Administrator.** Individual responsible for administration of local CBI training and development. The TA may also serve in this capacity.
- o. Site Developer.** Person designated to develop local CBI courseware, etc.
- p. Source Code.** Uncompiled computer programming, graphics including individual graphic components, wav files, text files, development and debugging tools, and any other course or lesson files related to the program in a format compatible with the CBI platform.
- q. System Administrator.** Specialist responsible for ensuring that Web page software and hardware is operational.
- r. Webmaster.** Specialist responsible for development and maintenance of content on the Air Traffic Training Support Website.

SECTION 2. CBI USE AND SYSTEM CONFIGURATION MAINTENANCE

4-3. CBI USE AND MAINTENANCE. The CBI platform shall be used for training purposes only. Facility Managers shall provide reasonable access to CBI courseware and platforms to all employees.

a. The CBI platform shall not be used as dedicated general office automation machines or for functions not related to training.

b. The CBI equipment belongs to the FAA. The ownership of resource allocation under the program belongs to Air Traffic. The Controller Training Division, through coordination with service area offices, reserves the right to reallocate resources where the needs of the program dictate. All courseware/software developed by using the CBI platform, other Government equipment, and/or Government time is the property of the FAA.

c. Data output shall be limited to information required for training purposes.

d. CBI equipment shall be located in a secure space, thereby controlling access to prevent theft, vandalism, or violation of privacy. The central processing unit (CPU) chassis shall be locked and the keys stored in a secure area.

e. The hardware and software configurations of the CBI equipment are under national configuration management. Data on the C drive and the E drive are required for the CMI to operate properly. Additions, deletions, or modifications to data on these drives are prohibited without the express written consent of Controller Training Division.

f. Copyrighted materials (e.g., music, graphics, video, maps, text, cartoons, or programming code) shall not be used without the appropriate license.

g. When appropriate, CBI training shall be logged in the Training and Proficiency Record, FAA Form 3120-1, or in the TRAX computer program.

SECTION 3. CBI COURSEWARE AND LESSON DEVELOPMENT

4-4. NATIONAL LESSON DEVELOPMENT. The National lesson development process shall include the following steps:

a. Initial Design.

(1) During the initial design, the developer shall define the target audience for the lesson, objectives and skills to be trained, the content to be presented, and the methods (e.g., tutorials, simulations, questions, games, etc.) and media (e.g., video, audio, graphic, etc.) to be used.

(2) Lesson design shall emphasize student control of movement through the lesson, interactivity, and immediate feedback.

(3) The design documents shall be approved by Controller Training Division prior to lesson development.

b. Lesson Development.

(1) During this step, the developer shall outline the content to be presented, create the lesson storyboards, and write the test questions.

(2) Lesson storyboards shall include a written description of CBI lesson screens, animations and sound.

(3) Lesson storyboards shall be annotated with a reference to the source directive or publication, i.e. FAAH 7110.65, Air Traffic Control, Paragraph 10-1-1. Emergency Determinations; or Aeronautical Information Manual, paragraph 6-3-2, Obtaining Emergency Assistance.

(4) Storyboards shall be approved by Controller Training Division prior to programming.

c. Programming.

(1) CBI lessons shall include save-place capability, page numbering or screen referencing, a help/reference menu, and a glossary of terms.

(2) Courseware shall be CMI compliant.

(3) CBI lessons shall be developed using Authorware. The version of Authorware shall be specified by Controller Training Division.

(4) All CBI lessons shall utilize the standard Air Traffic navigation template.

(5) Requests to deviate from CBI programming requirements shall be submitted in writing to Controller Training Division for approval.

d. Courseware Validation.

(1) The developer shall review and correct all known errors in the CBI lesson before delivery to the FAA.

(2) Controller Training Division shall validate the course to ensure that the CBI lesson is technically accurate, meets training requirements, and the lesson works as intended.

(3) Following courseware validation, Controller Training Division may conduct a field test with a representative sample of employees (See Figure 4-1 for an optional checklist for reviewing draft CBI lessons).

e. Finalizing.

(1) Lessons will be finalized upon completion of courseware validation corrections.

(2) Prior to lesson approval by Controller Training Division, the following deliverables shall be received in electronic format unless otherwise specified by Controller Training Division:

(a) Application or executable files.

(b) Programming source code.

(c) Copies of the original masters of the electronic clip media (graphics) files used to assemble the courseware in an editable, non-compressed, non-flattened format.

(d) Master scripts used to create audio files

(e) Storyboards

(f) Training lesson supplements.

(g) Master videotape and any digital video files.

FIGURE 4-1. CBI LESSON CHECKLIST

Instructions: You may want to use this checklist when reviewing draft CBI lessons.

1. Instructions on how to use the lesson are clear.	.. Yes	.. No
2. Opportunities are provided for reviewing completed sections of the lesson where appropriate.	.. Yes	.. No
3. Opportunities are provided to exit the lesson. When returning, individuals can begin at the exit point rather than starting over.	.. Yes	.. No
4. Lesson length does <u>not</u> exceed 20 to 30 minutes <u>or</u> the lesson is divided into separate modules.	.. Yes	.. No
5. Interactions are frequent and meaningful (i.e., require thought, not just pushing a key).	.. Yes	.. No
6. Motivation/interest is maintained throughout the lesson. When possible, the pace of the lesson is under the user's control.	.. Yes	.. No
7. Selected media support the lesson content and are not distracting.	.. Yes	.. No
8. Lesson content and references are technically correct. Lesson completion date and/or date of the last technical update is provided.	.. Yes	.. No
9. Lesson content, graphic images, video, and audio are free of racial, ethnic, gender, and other stereotypes.	.. Yes	.. No
10. Lesson content is sequenced in a logical progression.	.. Yes	.. No
11. Lesson content is at the appropriate level of depth for the objectives and for the intended users.	.. Yes	.. No
12. Lesson content is complete. No key concepts or information have been omitted.	.. Yes	.. No
13. Clear and simple sentences are used. Screen formats are attractive and uncluttered.	.. Yes	.. No
14. Test items are fair and provide all information needed to respond. Subject-matter experts have reviewed the test items.	.. Yes	.. No
15. Feedback is provided after each response. Explanations are provided on <u>why</u> a response is correct or incorrect.	.. Yes	.. No
16. All paths and branches have been tested to ensure that the lesson is free of bugs.	.. Yes	.. No

4-5. LESSON DISTRIBUTION.

- a. National distribution shall be authorized by Controller Training Division. Targeted facilities shall receive DVD-mastered lessons as they become available.
- b. Lesson distribution shall include written information on the target audience, any required prerequisite knowledge, a summary of the course content (including course length), and the type of training (e.g., mandatory, annual, currency, required, etc.).
- c. Source-code versions of lessons may be requested from the Air Traffic Helpline staff, and shall be provided to site developers as instructed by Controller Training Division.

4-6. COURSEWARE MODIFICATION AND MAINTENANCE.

- a. All national and site specific CBI development shall be logged on the Air Traffic Training Support Web site.
- b. Local site modifications to a national lesson shall be limited to adding or supplementing relevant site specific content without disabling functionality, impacting CMI compatibility, or removing course content.
- c. Maintaining technical accuracy and currency in locally developed or modified lessons shall be the responsibility of the development site.

4-7. STUDENT INFORMATION.

- a. A student's Social Security number shall be used to register for CBI lessons and to maintain student training records.
- b. Student information shall be limited to those items needed for enrollment purposes and for updating training records and lesson validation.

4-8. QUALITY CONTROL. Technical accuracy and validity of site-developed courseware/software utilized locally are the responsibility of the developing site or hub. Direct distribution of site specific lessons between sites is permitted, however the receiving site is responsible for ensuring the accuracy and validity of the site specific courseware.

4-9. AIR TRAFFIC TRAINING WEBSITE.

- a. **Purpose.** The Air Traffic Training Support Web site shall provide information for site developers and administrators.
 - (1) Site developers may share and exchange information on available resources (e.g., FAA-developed graphics, site-developed lessons, or knowledge of active lesson development).
 - (2) Training/site administrators shall be able to obtain on-line support for lesson development and delivery.
- b. **Management.** The Webmaster shall evaluate requests received via the Air Traffic Training Support Web site and respond appropriately.
 - (1) The System Administrator shall maintain a current system operation scheme to include service rules, log-in/access procedures and requirements, and a system backup plan.

c. Content. The CBI Webmaster shall maintain the following information for users of the Air Traffic Training Support Web site:

(1) A library of FAA-owned or FAA-created graphics, templates, and programs, which shall be made available for dissemination and distribution through the Web site.

(2) A log of active and proposed development projects, validated lessons, and courseware, including information on the training needs to be met, the target audience, and a synopsis of content.

APPENDIX 1

INSTRUCTIONS FOR COMPLETING THE TRAINING AND PROFICIENCY RECORD FAA Form 3120-1

1. GENERAL. This appendix conveys instructions for recording employment data, training, and certification entries in FAA Form 3120-1. Examples of corresponding TRAX records are shown. TRAX maintains all data currently logged in FAA Form 3120-1.

a. ATMs shall ensure that training record entries conform to the requirements of this appendix. These requirements apply to all training occurring on or after the effective date of this order. The requirements described herein are not retroactive.

NOTE: Names entered on the orange cover portion are not required to conform to official payroll name.

b. Training, certifications, recertifications, and technical performance appraisals shall be recorded in this record. Operational error/deviation information shall be recorded in this record as specified in FAA Order 7210.56. Other data, such as temporary details, currency maintenance, awards, disciplinary actions, collateral duties, participation on committees, copies of training and other certificates, etc., should be maintained in working-level personnel records.

c. When completing FAA Form 3120-1, enter only the required specific data. Training record entries shall be complete and accurate. Entries shall be typed or written in blue or black ink. Entries shall not be erased or otherwise obliterated. If an entry must be changed, the incorrect entry shall be lined out and the correct information shall be inserted. Effected employees shall initial such changes. The person making the change shall initial the new entry. Computer TRAX records shall be updated when certified TRAX records are changed.

d. All entries, including the employee's initials and certification signature, shall be recorded in FAA Form 3120-1 or TRAX computer program no later than 90 calendar days following the month in which the training was completed. By initialing or signing, the employee acknowledges that the training recorded has been provided. Operating initials shall be used. Certified TRAX records shall be retained in Section IX of the employee's FAA Form 3120-1.

e. Entries in FAA Form 3120-1 reflecting position certification/recertification and performance reviews shall be signed by the employee's first-level supervisor, even though this individual may not have performed the position certification/recertification or appraisal. This signature indicates that the entry (information) logged in FAA Form 3120-1 is accurate.

f. The certification signature for any classroom training conducted, including briefings, indicates that the entry is correct. Therefore, the certification signature for classroom training entries may be that of the facility's support specialist or supervisor who has knowledge that the training was conducted.

g. Manual entries shall be single spaced. Blocks on the entry line for which no entry will be made shall have a diagonal line drawn through them. Portions of a page not intended for future use shall also have a diagonal line drawn through them.

h. A signature stamp may be used by the certifying official or supervisor as an aid to reduce workload. A signature stamp shall only be used by the person whose signature is on the stamp.

i. Each training entry shall have a separate signature and set of initials, except as noted in Section V and TRAX.

j. At terminal facilities without published surveillance approach procedures, enter the notation “surveillance approaches not conducted in this facility” following the Stage VII (Course 55065 OJT) entry in Section III of each individual training record.

k. Mandatory briefing items not pertaining to qualification, certification, proficiency, or management training (e.g., standards of conduct, drug awareness, the Performance Management System, etc.), shall not be recorded in FAA Form 3120-1.

2. SECTION I, EMPLOYMENT DATA. The entries in this section pertain to specific employment information.

- Block A** **EMPLOYEE’S NAME:** Enter the employee’s full payroll name. In the event of a legal name change, because of marriage or other reasons, put a single line through the old name and insert the new name and the date of the entry in this block. Do not obliterate the old name since it may be necessary to refer to this name at a later time. The employee must initial next to the name change. The person making the change shall initial the new entry.
- Block B** **DATE EOD WITH FAA:** Enter the date the employee entered on duty (EOD) with the FAA. Do not use the employee’s service computation date. The entry in this block is made only at the employee’s first facility of assignment.
- Block C** **FACILITY:** Enter the facility’s three-character identifier, type, and level.
- Block D** **EOD:** Enter the date the employee was officially assigned to the facility. Use the effective date shown on the official Notification of Personnel Action.
- Block E** **EMPL INIT:** The employee shall initial in this block.

NOTE: If the level of a facility changes while an employee is at the facility, make a new entry. Enter the date of the facility-level change in the EOD column.

FIGURE 1

Section-1
EMPLOYMENT DATA

EMPLOYEE'S NAME Erica S. Smith ^{EG} Caruner 12/26/98			DATE EOD WITH FAA 1/2/95		
C FACILITY	D EOD	E EMPL INIT	C FACILITY	D EOD	E EMPL INIT
MLC AFSS	4/2/95	EG			
APA ATCT ATC-6	5/1/00	EG			
OKC ATCT ATC-9	1/9/02	EG			
ZAU ARTCC ATC-12	1/20/04	EG			

3. SECTION IIA, AIR TRAFFIC CERTIFICATES. This section relates to certificates that are required for the performance of air traffic duties and that are not specific to a particular location or area of operation. Do not enter pilot or flight inspection certificate information, etc. Data in this section should not be confused with ratings, which are described in Section IIB.

Block A CERTIFICATE TITLE: Enter the title of the certificate.

Block B CERTIFICATE NUMBER: Enter the certificate number. If no number is associated with the certificate, enter "N/A."

Block C DATE ISSUED: Enter the date of issuance as shown on the certificate. If no date is shown on the certificate, enter the date of the entry.

Block D EMPL INIT: The employee shall initial in this block.

FIGURE 2

Section--II A

AIR TRAFFIC CERTIFICATES

CERTIFICATE TITLE	CERTIFICATE NUMBER	DATE ISSUED	EMPL. INIT.
Control Tower Operator	457924411	4/15/92	LP
Pilot Weather Briefing Certificate	68359	10/15/92	LP
NOAA/FAA Agreement TWR Visibility Certificate	1234	10/19/94	LP
Air Traffic Control Specialist	N/A	11/16/95	LP
FAM Certification	FTN-123456	10/20/97	LP

4. SECTION IIB, AIR TRAFFIC RATINGS. The entries in this section relate to specific facility ratings, not to certificates. Ratings describe facility operational functions and are required for employees to perform the full range of duties associated with a particular area of specialization or facility. The use of the term "Facility" or "Area" indicates that the employee has successfully completed all the certification requirements for that facility or area.

Block A RATING: Enter the title of the rating.

Block B FACILITY: Enter the facility's three-character identifier and type.

Block C DATE ISSUED: Enter the effective date of the rating.

Block D EMPL INIT: The employee shall initial in this block.

FIGURE 3

**Section--II B
AIR TRAFFIC RATINGS**

RATING	FACILITY	DATE ISSUED	EMPL. INIT.
Facility	MLC AFSS	10/4/85	LL
Facility	APA ATCT	3/3/89	LL
Gateway Area	ZKC ARTCC	3/12/91	LL
Facility	R90 TRACON	2/9/97	LL

PAGE 1 ____

5. SECTION III, QUALIFICATION TRAINING. Initial qualification training requirements are described in Appendixes 4 through 6 of this order. Training relating to position qualification, including additional OJT hours and position recertification, shall be recorded in this section.

Block A DEVELOPMENT STAGE: Enter the course number. (Course title may be included.) For en route and terminal field training, indicate whether the training was classroom, laboratory, OJT, and/or additional OJT. Facilities must indicate the position on which qualification has taken place if multiple positions are involved. For recertification, enter recertification and the positions involved.

Block B FAC IDENT: Enter "AAC" if FAA Academy conducted. Enter the three-character facility identifier if facility conducted.

Block C DATE STARTED: Enter the date the employee began training in this course.

Block D NO OF AUTH HOURS: Enter the number of hours authorized to complete this course, or the number of additional OJT hours authorized. The number of hours entered shall not exceed those indicated in the appropriate directive. The hours allowed shall be derived from the facility training directive. No entry is required in Block D for FAA Academy-conducted training.

Blocks E and H EMPL INIT: The employee shall initial in these blocks.

Block F DATE COMPLETED: Enter the date the employee successfully completed, received an incomplete in, or failed this training course, or was granted additional OJT hours. (If the employee did not successfully complete the training, enter "I" for incomplete, or "F" for failed in Block A.)

Block G HOURS: Enter the actual number of hours the employee used in this portion of the training program. No entry is required in Block G for FAA Academy-conducted training.

Block I CERTIFICATION SIGNATURE: The certifying official shall sign or use a signature stamp in this block.

5. SECTION III, QUALIFICATION TRAINING. (Continued)

FIGURE 4 (TERMINAL EXAMPLE)

Section-III QUALIFICATION TRAINING								
A	B	C	D	E	F	G	H	I
DEVELOPMENT STAGE	FAC IDENT	DATE STARTED	NO OF AUTH HOURS	EMPL INIT	DATE COMPLETED	HOURS	EMPL INIT	CERTIFICATION SIGNATURE
50032	AAC	1/2/94		gm	4/25/94		gm	J. Williams
50034 RTF	AAC	11/30/94		gm	12/17/94		gm	J. Williams
55060 FD-TWR Classroom	PHL	5/1/94	16	gm	5/4/94	16	gm	J. Jones
55060 FD-TWR OJT	PHL	5/8/94	20	gm	5/15/94	18	gm	J. Williams
55060 FD-Radar Classroom	PHL	5/20/94	20	gm	5/27/94	20	gm	J. Jones
55060 Arrival Data OJT	PHL	6/1/94	30	gm	6/11/94	28	gm	J. Williams
55060 Dept. Data OJT	PHL	6/20/94	40	gm	7/8/94	36	gm	J. Williams
55061 CD Classroom	PHL	7/20/94	5	gm	7/21/94	5	gm	J. Jones
55061 CD OJT	PHL	7/24/94	20	gm	7/30/94	18	gm	J. Williams
55062 GC Classroom	PHL	8/15/94	40	gm	8/20/94	40	gm	J. Jones
55062 GC OJT	PHL	8/23/94	60	gm	9/20/94	54	gm	J. Williams
55063 LC Classroom	PHL	9/25/94	40	gm	9/30/94	40	gm	J. Jones

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5. SECTION III, QUALIFICATION TRAINING. (Continued)

FIGURE 4 (TERMINAL EXAMPLE)
(Continued)

Section-III QUALIFICATION TRAINING								
A DEVELOPMENT STAGE	B FAC IDENT	C DATE STARTED	D NO OF AUTH HOURS	E EMPL INIT	F DATE COM- PLETED	G HOURS	H EMPL INIT	I CERTIFICATION SIGNATURE
55063 LC OJT	PHL	10/10/94	100	gm	11/19/94	70	gm	J. Williams
55064 Nonradar Classroom/Lab	PHL	12/22/94	40	gm	1/4/95	40	gm	J. Williams
55065 Radar Classroom	PHL	1/10/95	80	gm	1/24/95	80	gm	J. Jones
55065 North Dept. OJT	PHL	1/27/95	90	gm	3/28/95	90	gm	/
55065 North Dept Addl. OJT	PHL	4/1/95	18	gm	4/6/95	15	gm	J. Williams
55065 South Dept. OJT	PHL	4/10/95	60	gm	5/18/95	55	gm	J. Williams
55065 West Arrival OJT	PHL	5/20/95	80	gm	7/25/95	70	gm	J. Williams
55065 East Arrival OJT	PHL	5/20/95	80	gm	8/1/95	65	gm	J. Williams
55065 Final Apprch. OJT	PHL	7/15/95	50	gm	8/27/95	45	gm	J. Williams
Recertification - Tower Positions					9/10/95		gm	J. Williams
OJT Instructor	PHL				4/20/96		gm	J. Williams
55073 CIC	PHL	3/20/03	40	gm	3/29/03	40	gm	J. Williams

5. SECTION III, QUALIFICATION TRAINING. (Continued)

FIGURE 5 (EN ROUTE EXAMPLE)

Section-III QUALIFICATION TRAINING								
A DEVELOPMENT STAGE	B FAC IDENT	C DATE STARTED	D NO OF AUTH HOURS	E EMPL INIT	F DATE COM- PLETED	G HOURS	H EMPL INIT	I CERTIFICATION SIGNATURE
50132	AAC	1/2/92	/	MR	4/4/92	/	MR	<i>B Jones</i>
55053 Classroom	ZDV	4/22/92	48	MR	5/1/92	48	MR	<i>B Jones</i>
55053 OJT	ZDV	5/1/92	80	MR	6/25/92	18.7	MR	<i>B Jones</i>
55054 Classroom	ZDV	7/9/92	240	MR	8/25/92	240	MR	<i>B Jones</i>
55054 LAB	ZDV	8/28/92	120	MR	11/30/92	120	MR	<i>B Jones</i>
55054 OJT RAP HIGH	ZDV	12/9/92	120	MR	2/25/93	94	MR	<i>B Jones</i>
55054 OJT BFF HIGH	ZDV	4/10/93	80	MR	5/25/93	65	MR	<i>B Jones</i>
55054 OJT RAP LOW	ZDV	7/9/93	80	MR	8/15/93	56.5	MR	<i>B Jones</i>

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5. SECTION III, QUALIFICATION TRAINING. (Continued)

FIGURE 5 (EN ROUTE EXAMPLE)
(Continued)

Section-III QUALIFICATION TRAINING								
A DEVELOPMENT STAGE	B FAC IDENT	C DATE STARTED	D NO OF AUTH HOURS	E EMPL INIT	F DATE COM- PLETED	G HOURS	H EMPL INIT	I CERTIFICATION SIGNATURE
55055 Classroom	ZDV	11/23/93	60	MR	12/23/93	60	MR	B Jones
55055 LAB	ZDV	1/8/94	160	MR	3/20/94	160	MR	B Jones
55055 OJT RAP LOW	ZDV	12/1/94	80	MR	2/12/95	80	MR	/
55055 Add. Hrs OJT RAP LOW	ZDV	2/15/95	16	MR	2/22/95	12	MR	B Jones
OJT Inst. East Area	ZDV	/	/	/	6/6/96	/	MR	B Jones
55055 LAB	ZDV	11/1/97	8	MR	11/5/97	8	MR	B Jones
55055 OJT	ZDV	11/11/97	80	MR	12/11/97	80	MR	/
Recertification - East Area			/	/	2/15/97	/	MR	B Jones

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5. SECTION III, QUALIFICATION TRAINING. (Continued)

FIGURE 6 (FLIGHT SERVICE EXAMPLE)

Section-III QUALIFICATION TRAINING								
A	B	C	D	E	F	G	H	I
DEVELOPMENT STAGE	FAC IDENT	DATE STARTED	NO OF AUTH HOURS	EMPL INIT	DATE COM- PLETED	HOURS	EMPL INIT	CERTIFICATION SIGNATURE
55239	COU	7/9/93	80	gm	7/21/93	52	gm	A Jones
55242	COU	9/12/93	160	gm	9/24/93	70	gm	A Jones
55241	COU	10/14/93	100	gm	1/5/94	100	gm	/
55241 Addl. Hrs.OJT	COU	1/8/94	20	gm	1/15/94	15	gm	A Jones
OJT Inst. Flight Data	COU	/	/	/	9/12/94	/	gm	A Jones
55247	COU	3/10/95	60	gm	4/10/96	60	gm	A Jones

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6. SECTION IV, EQUIPMENT CERTIFICATION.

a. Only equipment training that specifically requires a certification examination shall be entered in this section:

- (1) Terminal Radar Qualification Examination.

NOTE: The En Route Radar Qualification Examination shall not be logged in this section.

b. Other equipment training that is associated with position certification, such as communications, lighting systems, recording, and other ATC equipment, shall not be logged in this section. Such equipment training is considered part of the qualification process, and no need exists to separately record certification thereon. Refer to the appropriate IPG for equipment certification requirements. If equipment training is provided as a result of facilities receiving new equipment (other than that requiring a certification examination), include as supplemental training in Section V.

Block A **DATE:** Enter the date of the equipment certification indicated on the appropriate certificate examination.

Block B **EQUIPMENT:** Specify the type of equipment.

Block C **FAC IDENT:** Enter the three-character facility identifier.

Block D **CERTIFICATION SIGNATURE:** The certifying official shall sign or use a signature stamp in this block.

Block E **EMPL INIT:** The employee shall initial in this block.

FIGURE 7

Section - IV
EQUIPMENT CERTIFICATION

A DATE	B EQUIPMENT	C FAC IDENT	D CERTIFICATION SIGNATURE	E EMPL INIT
9/15/92	Radar Qualification Exam	DFW	<i>v Conrad</i>	PC

7. SECTION V, PROFICIENCY TRAINING (Refresher, Supplemental, Skill Enhancement, Remedial). Entries in this section shall specifically describe the training provided. Refer to Chapter 2, paragraph 2-12, Proficiency Training, of this order for the type of training to be entered in this section.

a. ATMs are authorized to use coded entries in this section if a corresponding facility master sheet is maintained that specifically describes the training provided. This master sheet shall be attached to the employee's training record and forwarded to the receiving facility in the event the employee is transferred.

NOTE: A photocopy or other reproduction of FAA Form 3120-1.5, Proficiency Training, may be used in lieu of individual entries in each employee's FAA Form 3120-1. When a reproduction is used, the following statement shall be on the form where the employee's signature is to be placed: "I certify that I have received the above proficiency training for

_____, _____"
(month) (year)

(Specialist's Signature) (Certification Signature)

b. Scheduled proficiency training may be entered in Section V of FAA Form 3120-1 prior to the time the training is administered, under the following conditions:

- (1) Only Blocks A, B, C, and E may be completed before the training is administered.
- (2) Blocks D, F, and G shall be completed after the training has been administered and in accordance with other requirements of this order.
- (3) The date entered in Block A shall reflect the date that information was entered in Blocks B, C, and E.

Block A **DATE:** Record the date the training was entered in FAA Form 3120-1. A date stamp may be used.

Block B **MAJOR SUBJECT AREAS:** Specifically describe or use a coded entry for refresher or supplemental training. Remedial and Skill Enhancement training entries shall specifically describe the training conducted. Coded entries shall not be used for remedial or Skill Enhancement training. If the facility is maintaining a master code/decode sheet, a single entry (e.g., 1/2) may be utilized if both refresher and supplemental training items were provided during a single briefing. If a master code/decode sheet is maintained, training items shall be identified by a singular training type. If training is conducted via CBI, enter CBI.

Block C **TYPE:** Indicate the type of training by number: 1 = Refresher, 2 = Supplemental, 3 = Remedial, 4 = Skill Enhancement. (**NOTE:** Skill Enhancement training will be encoded number 4. Continue to use FAA Form 3120-1.5 (dated 4/77) until supplies are exhausted; make a written annotation explaining code 4 at the bottom of the form when entries appear on that page.)

Block D **DATE COMPLETED:** Enter the date the training was completed.

Block E **HOURS:** Indicate the number of actual training hours.

7. SECTION V, PROFICIENCY TRAINING. (Continued)

Block F CERTIFICATION SIGNATURE: The certifying official shall sign or use a signature stamp in this block.

Block G EMPL INIT: The employee shall initial in this block.

FIGURE 8

Section - V

PROFICIENCY TRAINING (REFRESHER, SUPPLEMENTAL, REMEDIAL, SKILL ENHANCEMENT)


A DATE	B MAJOR SUBJECT AREAS	C TYPE 1/	D DATE COMPLETED	E HOURS	F CERTIFICATION SIGNATURE	G EMPL INIT
1/15/94	Wake Turbulence Film	1	4/10/94	.5	<i>J Parks</i>	CU
2/1/94	57002, NOTAMS CBI	1	1/22/94	4.0	<i>J Parks</i>	CU
3/10/94	Aircraft Characteristics Climb Rates, Vertical Separation Standards	3	3/3/94	2	<i>J Parks</i>	CU
5/1/94	Speed Control & Sequencing	4	4/10/94	1.2	<i>J Parks</i>	CU
6/22/94	Review: Radar Vector Procedures, Effect of Temperature on Climb Rates, Coordination Procedures (Facility SOP on Position Relief Briefings)	3	6/15/94	8	<i>J Parks</i>	CU
6/22/95	ETG Lab Problems 2, 8, 11, 21, 22, 23, 24, 25	3	6/21/95	16	<i>J Parks</i>	CU
6/30/95	Lost Aircraft Orientation	1	6/30/95	2	<i>J Parks</i>	CU
7/1/95	Pilot Weather Briefing	1	7/1/95	2	<i>J Parks</i>	CU
8/3/95	Annual Tower Visibility Review	1	7/3/95	.5	<i>J Parks</i>	CU
8/3/95	VSCS ATCS Operations Course	2	7/27/95	16	<i>J Parks</i>	CU
<u>1/ TRAINING</u> TYPE CODE 1 - Refresher 2 - Supplemental 3 - Remedial 4 - Skill Enhancement						

8. SECTION VI, TECHNICAL APPRAISAL. The technical appraisal section for all options shall include specific data regarding operational errors/deviations, the OJTI skill check described in paragraph 3-3c of this order, and Technical Training Discussions described in FAA Order 7210.56, Air Traffic Quality Assurance.

NOTE: Each operational error/deviation shall be recorded on a separate page in accordance with Order 7210.56 (see Figure 10). Facilities are authorized the use of an automated separate page VI.

Block A DATE COMPLETED: Enter the date shown on the appraisal form or the date the Technical Training Discussion was completed.

Block B TECHNICAL APPRAISAL: Enter the position on which the appraisal took place, the type of appraisal, and the result (satisfactory or unsatisfactory). If the result is unsatisfactory, recertification is required prior to the resumption of operational or OJTI duties.

TECHNICAL TRAINING DISCUSSIONS: Enter "Technical Training Discussion." 

Block C DATE DISCUSSED: Enter the date the appraisal was discussed with the employee. Enter a diagonal line for Technical Training Discussions.

Block D SUPERVISOR SIGNATURE: For Technical Appraisals and OJTI skill checks, the employee's first-level supervisor, even though this individual may not have performed the appraisal, shall sign or use a signature stamp in this block.

Block E EMPL INIT: The employee shall initial in this block.


FIGURE 9

Section - VI
TECHNICAL APPRAISAL

DATE A COMPLETED	TECHNICAL APPRAISAL	DATE C DISCUSSED	CERTIFICATION SIGNATURE	EMPL INIT
9/25/94	East Arrival-OJTI Evaluation Satisfactory	9/25/94	<i>V Conrad</i>	PC
10/1/96	RAP LOW- Performance Skill Check Unsatisfactory	10/1/96	<i>V Conrad</i>	PC
2/1/98	Technical Training Discussion	/	<i>V Conrad</i>	PC
8/2/98	Technical Training Discussion	/	<i>V Conrad</i>	PC

9. SECTION VII, MANAGEMENT AND OTHER TRAINING. All management and other agency-approved training not previously listed shall be entered in this section. This includes, but is not limited to, automation and other technical training, correspondence, college, out-of-agency, and instructor training courses. Only training that was completed during employment with FAA shall be recorded in this section.

Block A **DATE:** Enter the date the training was completed.

Block B **COURSE:** Enter the course title and the FAA course number, if applicable, as described on the training certificate, transcript, or other official course document. Refer to the FAA Catalog of Training Courses or the CBI course catalog for this information. Regardless of length, all courses assigned an FAA course number, or courses specified in FAA directives shall be recorded in this section. All other courses of 8 hours or more shall be recorded in this section. Courses of less than 8 hours may be recorded in this section if specified in a facility directive. 

Block C **LOCATION:** Enter the location where the training was conducted (e.g., FAA Academy, university name, facility, regional office, correspondence course, etc.).

Block D **HOURS:** Enter the number of hours indicated in the FAA course catalog. If not contained in the catalog, use the hours in the course description document. Exception: For college/university courses, enter the number of quarter or semester credit-hours attained.

Block E **EMPL INIT:** The employee shall initial in this block.

9. SECTION VII, MANAGEMENT AND OTHER TRAINING. (Continued)

FIGURE 11

Section - VII
MANAGEMENT AND OTHER TRAINING

A DATE	B COURSE	C LOCATION	D HOURS	E EMPL INIT
5/5/90	ARTS IIIA for Automation Specialists, Phase V 53010	FAA ACADEMY	240	CT
6/12/91	Fundamentals of Supervision 14002	Correspondence Course	150	CT
11/19/91	Aviation-A Global History	Princeton University	3 Qtr.	CT
6/12/92	Weather Satellite Data Interpretation 50206	FAA Academy	32	CT
9/8/92	Facility instructor Training 10501	FAA Academy	80	CT
8/15/94	Cadre Training for Traffic Management Unit 50403	FAA Academy	16	CT
11/30/94	Investment in Excellence	OCCC College OKC	32	CT
3/20/95	Air Traffic Controllers Teamwork Enhancement Workshop 55051	Dallas TX	28	CT
5/23/95	ATC Teamwork Enhancement Facilitator Training 55050	Salt Lake ARTCC	24	CT
12/7/95	Fundamentals of ATC On-the Job Instruction 55049	Pittsburgh, PA	28	CT
1/12/96	ATC Operational Supervisor Workshop 55047	Chicago ARTCC	24	CT
2/16/96	ATC Operational Supervisor Cadre Facilitator Training 50319	Pittsburgh, PA	28	CT
5/25/96	EFAS 50201	FAA Academy	144	CT

10. SECTION VIII, FAMILIARIZATION TRAINING. Refer to appropriate agency directives for policy and guidance regarding this program.

Block A CARRIER/FLT NO: Enter the carrier's three-character identifier and flight number (only the outbound flight) or type of conveyance. If the trip included familiarization at a destination, indicate the location.

When a change of carriers is made, record the airline designator and first flight number of each carrier used (see SWA and COA trip below).

Block B EMPLOYEE DUTY STATUS: Enter whether the travel was duty or nonduty.

Block C TRIP DATES: Enter the travel dates.

Block D EMPL INIT: The employee shall initial in this block.

FIGURE 12

Section--VIII
FAMILIARIZATION TRAINING

CARRIER/FLT. NO.	EMPLOYEE DUTY STATUS		TRIP DATES			EMPL. INIT.
			FROM	----	TO	
UAL/1212	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	10/1/84	TO	10/3/84	YT
TWA/2678	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	11/15/84	TO	11/17/84	YT
NWA/9876	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	1/24/85	TO	1/24/85	YT
SWA/812	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	4/1/85	TO		
COA/980	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY		TO	4/2/85	YT
DAL/2128	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	8/5/85	TO	8/7/85	YT
PRIVATE/C182	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	12/22/85	TO	12/22/85	YT
AAL/6875	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	4/10/86	TO	4/14/86	YT
MILITARY/C130	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> NONDUTY	5/1/86	TO	5/1/86	YT

11. SECTION IX, CERTIFIED TRAX RECORDS.

- a. The entries in this section pertain only to the TRAX Employee Training Record report.
- b. The TRAX Employee Training Record report is divided into eight parts (see Figure 13). These parts correspond to the sections described above (Section IIA/B, Section III, Section IV, Section V, Section VI, Section VII, Section VIII). TRAX only prints those sections in which training has been entered.
- c. The entry for “Technical Training Discussion” may be abbreviated as “TTD.”

NOTE: An operational error/deviation is printed on a separate Certified TRAX Record page in accordance with Order 7210.56.

11. SECTION IX, CERTIFIED TRAX RECORDS. (Continued)

FIGURE 13

Anywhere ATCT
Employee Training Record

Controller, Joe C (JC)

Section I - Employment Data

Fac EOD	Facility	FAA EOD
01/05/1997	ANY ATCT ATC-12	02/02/80

Section IIA - Air Traffic Certificates

Issued	Certificate Title	Number
01/05/1997	CONTROL TOWER OPERATOR	123456789

01/05/1997	FAMILIARIZATION TRAINING NUMBER	123456
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Section IIB - Air Traffic Ratings

Issued	Rating	Facility
01/05/1997	Facility	ANY ATCT

Section III - Qualification Training

Issued	STAGE/Course	Fac ID	Auth Hours	Completed	Hours
01/13/1997	55060 FD Classroom	ANY	56:00	01/21/97	56:00

02/05/1997	55060 FD OJT	ANY	40:00	2/10/97	13:18
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04/05/1997	OJTI-ALL - OJTI	ANY	0:00	04/05/97	0:00
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Section V - Proficiency Training

Complete	Major Subject Area	Type	Hours	Item Date
05/04/1997	57008, METAR/TAF (BASIC) - CBI	Refresher	4:00	05/01/1997

05/08/1997	CENRAP ORDER/TRANSITION	Refresher	0:30	05/01/97
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05/08/1997	R4102 LETTER OF PROCEDURE	Supplemental	0:18	05/01/1997
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05/08/1997	LAHSO PROCEDURES	Refresher	0:12	05/01/1997
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11. SECTION IX, CERTIFIED TRAX RECORDS. (Continued)

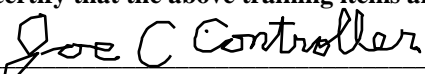
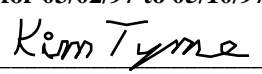
I certify that the above training items are correct for 03/02/97 to 05/10/97	
 (Specialist's Signature)	 (Supervisor/Facility Staff Specialist)

FIGURE 14

Anywhere ATCT
Employee Training Record

Controller, Joe C (JC)

Section V - Proficiency Training

Complete	Major Subject Area	Type	Hours	Item Date
06/04/1997	AT BULLETIN 97-2 June 97-06-08	Refresher	0:30	06/01/1997
06/04/1997	GENOT N7000.16 97-01-05	Supplemental	0:15	06/01/1997

Section VI - Technical Appraisal

Complete	Over-The Shoulder	Discussed
05/05/1997	OJTI Performance Skill Check	05/05/1997
06/02/1997	TTD	
11/05/1997	OJTI Performance Skill Check	11/05/1997
02/10/1999	TTD	

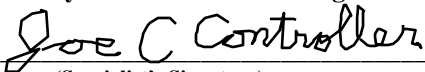
Section VII – Management and Other Training

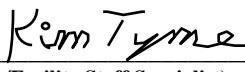
Date	Course	Location	Hours		
09/24/1997	55051 AIR TRAFFIC TEAMWORK ENHANCEMENT	ASW	24:00		
10/03/1997	50113 NATIONAL TRAFFIC MANAGEMENT	WASHINGTON D.C.	28:00		
03/05/1997	55049 Fundamentals of ATC OJT Instruction	ANY	24:00		

Section VIII - Liaison Familiarization Training

Date	Flight	Duty	Return	Flight	Report
01/13/1997	DAL 1461/1461 ANY-LAX	Duty	01/20/1997	DAL 152/1483 LAX-ANY	01/22/1997

I certify that the above training items are correct for 03/02/97 to 05/10/97


 (Specialist's Signature)


 (Supervisor/Facility Staff Specialist)

APPENDIX 2

INSTRUCTIONS FOR COMPLETING THE ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT FAA Form 3120-25

1. INTRODUCTION. This appendix contains instructions for completing FAA Form 3120-25. The form shall be used by laboratory instructors, OJTIs, and operations supervisors to record their observations of the performance and progress of the CPC-in-Training/Developmental during laboratory scenarios, OJT instruction, skill enhancement training, and skill-check sessions. FAA Form 3120-25 may be used to document OJF. A copy of the form is provided on pages 6 and 7 of this appendix.

2. USING THE FORM. Entries on training reports shall be sufficiently detailed to support appropriate administrative actions (e.g., promotions, awards, dismissals, reassignments, litigations, etc.). Complete the following items. Block numbers correspond to the numbered blocks on the form.

Block 1 **NAME:** Print/Enter CPC-in-Training/Developmental's name.

Block 2 **DATE:** Enter month, day, year.

Block 3 **SCENARIO/POSITION(S):** Enter scenario number and position, or operational position (or position(s) if combined), on which training or skill check is being performed.

Block 4 **WEATHER:** Record description of weather as VFR, MVFR, IFR, or Other (specify type e.g., thunderstorm deviations, turbulence, etc.). Check the one box most representative of the session(s). Conditions that impact training should be noted in Block 12.

Block 5 **WORKLOAD:** Check description of traffic volume. Check the one box most representative of the session(s).

Block 6 **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session(s). Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.

Block 7 **HOURS:** Enter actual hours and minutes for the training session or sessions covered by this report.

Block 8 **TOTAL HOURS THIS POSITION:** Enter total hours and minutes spent in training on this position. Include OJT session(s) covered by this report.

Block 9 **PURPOSE:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Check "OJF" for on-the-job familiarization time. Indicate "Familiarization," "Instructional," or "Evaluation" when simulated training is being administered. The supervisor checks "Skill Check" if administering a performance skill check or "Certification" if administering a certification skill check. If "Other" is indicated, document specific use in Block 12.

Block 10 ROUTING: According to facility requirements.

Block 11 PERFORMANCE: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the CPC-in-Training/Developmental. Users of this form should review the definitions of all job subtasks and their respective performance indicators. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job task entitled "Other" is intended for local use and adaptation.

a. **OJT.** During OJT place a mark (e.g., ✓, X) in the columns "OBSERVED" or "COMMENT" as follows:

(1) **OBSERVED:** A mark in this column indicates that the operation or procedure was observed during the period but that no significant comments are made.

(2) **COMMENT:** A mark in this column indicates that the operation or procedure was observed during the period and is accompanied by a comment in Block 12. During OJT, references in Block 12A are optional.

(3) If a job subtask is not applicable to a position being observed, it may be left blank or recorded as "N/A" (not applicable).

b. **SKILL CHECK.** During skill checks, place a mark (e.g., ✓, X) in the columns "SATISFACTORY", "NEEDS IMPROVEMENT", and "UNSATISFACTORY". OJTIs do not mark in these columns because these terms are evaluative. The terms are defined as follows:

(1) **SATISFACTORY:**

a. Performance skill check CPC-in-Training/Developmental. A mark in this column indicates that the CPC-in-Training/Developmental's observed performance in the session(s) meets expected level of performance for this stage of training.

b. Certification skill check. A mark in this column indicates that the CPC-in-Training/Developmental's observed performance in the session(s) meets expected CPC performance requirements and indicates that the CPC-in-Training/Developmental demonstrates the ability to work independently for this performance item.

c. Performance Skill Check for CPC. A mark in this column indicates that the observed performance in the session(s) meets expected CPC performance requirements to work independently for this performance item.

(2) **NEEDS IMPROVEMENT:** A mark in this column indicates that the CPC-in-Training/Developmental's observed performance is acceptable at this stage of training, but must improve in order to meet certification requirements. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job subtask indicated. References shall be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

- (3) **UNSATISFACTORY:**
- a. Performance skill check for CPC-in-Training/Developmental. A mark in this column indicates that the CPC-in-Training/Developmental's observed performance is unsatisfactory at this stage of training. Specific comments relating to each unsatisfactory job subtask shall be stated in Block 12. References shall be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.
 - b. Performance Skill Check for CPC. A mark in this column indicates that the observed performance in the session(s) fails to meet the expected CPC performance requirements to work independently for this performance item.
- (4) To certify on a certification skill check, all applicable items shall be marked satisfactory or not observed (N/O). If an item is marked "N/O", Block 12 shall indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, or other methods shall be used to demonstrate knowledge of a job subtask when not observed.
- (5) If a job subtask is not applicable to a position being observed, it shall be recorded as "N/A" (not applicable).
- c. **SIMULATION.** The "Simulation Training" column shall be used in conjunction with simulation training only. During simulation training, instructors shall evaluate the CPC-in-Training/Developmental's performance in each of the job subtasks shown on the form, as well as any area the instructor may deem appropriate. If the CPC-in-Training/Developmental is observed performing job subtasks in a consistently satisfactory manner, a plus sign shall be placed in the "Simulation Training" column. If the CPC-in-Training/Developmental is observed making a control error, a dot shall be placed in the "Simulation Training" column. If the instructor did not observe a performance on a subtask that required a plus or dot, then that subtask shall be left blank. When dots are marked, explanatory remarks shall be included in Block 12.
- (1) The maximum number of allowable errors per scenario for each job task in oceanic/nonradar, radar-associate, and radar simulation training situations is shown in Figure 1. The number of errors for a job task is the sum of the dots marked in that job task. The number of errors noted should be included in the explanatory remarks on the back of the form.
 - (2) The CPC-in-Training/Developmental and the instructor shall sign each form after each laboratory scenario. The signatures will indicate that the two have discussed the training period involved.

**FIGURE 1. MAXIMUM ERRORS ALLOWED PER SCENARIO
BY JOB TASK**

Job Task	Oceanic/ Nonradar Lab	Radar- Associate Lab	Radar Lab
Separation	0	0	0
Coordination	2	2	2
Control Judgment	4	4	5
Methods and Procedures	4	4	5
Equipment, Communication, and Other	4	4	5

- d. PERFORMANCE VERIFICATION (PV):** PV is conducted on students completing initial qualification training conducted at the FAA Academy. A Performance Verification evaluator shall place a mark (e.g., ✓, X) in the columns “SATISFACTORY”, “NEEDS IMPROVEMENT”, and “UNSATISFACTORY”. The terms are defined as follows:
- (1) **SATISFACTORY:** A mark in this column indicates that during the evaluation, the CPC-in-Training/Developmental was observed correctly performing this job subtask.
 - (2) **NEEDS IMPROVEMENT:** A mark in this column indicates that during the evaluation, the CPC-in-Training/Developmental occasionally performed this job subtask in an incorrect or incomplete manner. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job subtask indicated.
 - (3) **UNSATISFACTORY:** A mark in this column indicates that during the evaluation, the CPC-in-Training/Developmental failed to perform the required job subtask or consistently performed the job subtask incorrectly. Specific comments relating to each unsatisfactory job subtask shall be stated in Block 12.

Block 12 COMMENTS: Used by the OJTI, supervisor, lab instructor, or PV evaluator to document the CPC-in-Training/Developmental’s performance during OJT, skill-check sessions, and simulation training. The OJTI, supervisor, lab instructor, PV evaluator shall sign and date this block.

- a. OJT.** During OJT, this block is used to document when a mark is made in the “Comment” column on the front of the form. The comments:
- (1) May be specific or general.
 - (2) May include exemplary, noteworthy, or unusual events.
 - (3) Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references may be made in Block 12A to applicable procedures, LOAs, directives, etc.

- b. SKILL CHECKS.** During skill checks, this block is used to:
- (1) Document performance/progress. The performance/progress description may include comments of exemplary, noteworthy, or unusual events.
 - (2) Describe any observed performance deficiencies. When a mark is placed in the “Needs Improvement” or “Unsatisfactory” column, references shall be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.
- c. SIMULATION TRAINING.** This block is used to make explanatory remarks when dots or pluses are marked in the “Simulation Training” column on the front of the form. The comments:
- (1) May include exemplary, noteworthy, or unusual events.
 - (2) Shall specifically describe all errors observed. References shall be made in Block 12A to applicable procedures, LOAs, directives, etc.

Block 12A REFERENCES: Used by the supervisor and/or lab instructor to list references to specific procedures, LOAs, or directives that should be reviewed by the CPC-in-Training/Developmental so that the performance problem may be corrected. The supervisor and/or lab instructor shall include paragraph numbers or other specific references in this block. An OJTI may include references in this block.

Block 13 RECOMMENDATION: This block shall be used by the supervisor who conducted the skill check. The supervisor shall recommend one of the following:

- a. Certification skill check.
- b. Certification (when appropriate)
- c. Continuation of OJT.
- d. Skill enhancement training.
- e. Suspension of OJT.

Block 14 EMPLOYEE’S COMMENTS: This block may be used by the CPC-in-Training/Developmental for making comments pertaining to the training period or the skill check, or for making general comments regarding training. The employee shall sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the CPC-in-Training/Developmental.

Block 15 CERTIFICATION/RECERTIFICATION: This block is used by supervisors to document position certification/recertification. Sign and date.

**JOB SUBTASKS AND INDICATORS CHECKLIST
FOR THE ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT**

TABLE OF CONTENTS

TITLE	APPENDIX 2, PAGE:
SEPARATION	11
COORDINATION	11
CONTROL JUDGMENT	12
METHODS AND PROCEDURES	13
EQUIPMENT	16
COMMUNICATION.....	17

JOB SUBTASKS AND INDICATORS CHECKLIST FOR THE ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

Job Task: Separation

Job Subtask	Indicator
1. <i>Separation is ensured.</i> Provides control instructions or restrictions to ensure separation standards are maintained at all times.	<ul style="list-style-type: none"> a. Issues appropriate control instructions or restrictions, including speed control, vectoring techniques, and visual separation. b. Ensures traffic entering/departing his/her airspace is not in conflict or about to lose separation. c. Obtains specific approval prior to entering another position's/facility's area of jurisdiction. d. Tower only. Ensures traffic is not in conflict with other aircraft or vehicular traffic on runway(s) and/or any movement area.
2. <i>Safety alerts are provided.</i> Recognizes that safety alerts are a first-priority duty along with separation of aircraft, and remains constantly alert for unsafe proximity situations.	<ul style="list-style-type: none"> a. Informs pilot or appropriate controller when unsafe situation has been observed. b. Issues alternate course of action when feasible.

Job Task: Coordination

Job Subtask	Indicator
3. <i>Performs handoffs/pointouts.</i>	<ul style="list-style-type: none"> a. Performs handoffs/pointouts correctly, and at the appropriate time/position.
4. <i>Required coordinations are performed.</i> Coordinates all information that is pertinent to the situation. Ensures that personnel receiving the information have all the contents. Acknowledges all information received on position.	<ul style="list-style-type: none"> a. Coordinates restrictions or special instructions. b. Verifies aircraft/vehicle position and/or altitude at the time of coordination. c. Verifies and acknowledges all information exchanges.

Job Task: Control Judgment

Job Subtask	Indicator
<p>5. <i>Good control judgment is applied.</i> Issues control instructions or restrictions that are correct. Carefully plans procedures prior to issuing instructions to provide a safe, expeditious traffic flow.</p>	<ul style="list-style-type: none"> a. Uses correct speed control procedures/techniques. b. Applies effective vectoring techniques. c. Considers aircraft performance capabilities in control decisions, and demonstrates awareness of aircraft equipment capabilities and limitations that affect air traffic control instructions. d. Uses control procedures that do not place workload or stress on other controllers/facilities. e. Considers subsequent controller requirements. f. Does not terminate or activate radar control prematurely. g. Informs aircraft and appropriate personnel of significant situations. h. Tower only. Applies effective techniques for taxiing to, from, and crossing runways. i. URET. Investigates and prioritizes all alerts according to sector requirements.
<p>6. <i>Priority of duties is understood.</i> Properly prioritizes actions according to their significance in the overall traffic situation.</p>	<ul style="list-style-type: none"> a. Maintains situational awareness. b. Performs duties in the order of their importance. c. Tower only. Applies effective prioritization during operations where anticipated separation is utilized.
<p>7. <i>Positive control is provided.</i> Takes command of control situations and does not act in a hesitant or unsure manner. Observes present and considers forecasted traffic to predict if an overload may occur, and takes appropriate action to prevent or lessen the situation.</p>	<ul style="list-style-type: none"> a. Demonstrates confidence and takes command of control situations. b. Maintains positive control during stressful situations. c. Recognizes potential overload situations.

Job Task: Control Judgment (Concluded)

Job Subtask	Indicator
8. <i>Effective traffic flow is maintained.</i> Takes into account aircraft characteristics and their effect on traffic control. Uses runways and taxiways to best advantage.	<ul style="list-style-type: none"> a. Makes effective use of runways and taxiways. b. Provides orderly traffic flow with proper aircraft spacing, and avoids use of excessive separation/restrictions. c. Considers aircraft characteristics and their effect on traffic flow and properly sequences traffic. d. Manages ground traffic effectively and efficiently. e. Implements and recovers from holding procedures efficiently. f. Adheres to flow control procedures.

Job Task: Methods and Procedures

Job Subtask	Indicator
9. <i>Aircraft identity is maintained.</i> Maintains positive identification during the entire time the aircraft are within the area of responsibility.	<ul style="list-style-type: none"> a. Uses radar displays to assist in maintaining identity. b. Re-identifies aircraft when doubt exists. c. Detects errors in aircraft identity. d. Employs correct beacon and radar procedures in identifying aircraft. e. Maintains awareness of nonradar, untracked, unassociated, or primary targets within delegated airspace. f. Remains aware of previously coordinated traffic.

Job Task: Methods and Procedures (Continued)

Job Subtask	Indicator
<p>10. <i>Strip posting is complete/correct.</i> Posts all required information on strips, and updates as required.</p>	<ul style="list-style-type: none"> a. Receives flight plans and distributes strips to correct operational positions in a timely manner. b. Posts all required information on strips, and reviews and updates as required. c. Posts data in correct area on strips. d. Ensures postings are legible. e. Detects and corrects strip errors or URET aircraft list errors, ensuring that printed/ displayed information agrees with the assigned altitude and route. f. Selects appropriate URET sorting and posting options so that the aircraft list is easily referenced for necessary flight information. g. Enters all required information into the URET system and updates as required.
<p>11. <i>Clearance delivery is complete/correct and timely.</i> Transmits/issues clearances in correct format, is specific, and uses correct phraseology.</p>	<ul style="list-style-type: none"> a. Uses specific terms to describe a fix. b. Adheres to readback procedures. c. Adheres to predeparture clearance (PDC) procedures.
<p>12. <i>LOAs/directives are adhered to.</i> Ensures performance of control instructions/duties is in compliance with handbooks, facility procedures, and directives.</p>	<ul style="list-style-type: none"> a. Adheres to LOA requirements. b. Adheres to facility directives and local routing instructions.

Job Task: Methods and Procedures (Continued)

Job Subtask	Indicator
<p>13. <i>Additional services are provided.</i> Follows the required format for providing navigational assistance, weather information, and traffic advisories.</p>	<ul style="list-style-type: none"> a. Provides navigational assistance when operational advantage would be gained by pilot or controller. b. Provides significant weather information in a timely manner to aircraft and controllers/facilities. c. Solicits pilot reports (PIREPs) as required. d. Adheres to Notice to Airmen (NOTAM), significant meteorological information (SIGMET), and center weather advisory (CWA) procedures. e. Issues complete traffic information in required format for both radar-identified and nonradar-identified aircraft as required. f. Provides chaff services and bird activity information when necessary.
<p>14. <i>Rapidly recovers from equipment failures and emergencies.</i> Handles equipment failures, unusual or nonstandard situations, and emergencies correctly.</p>	<ul style="list-style-type: none"> a. Handles aircraft emergencies effectively, including radio failures, hijacks, and bomb threats. b. Appropriately handles special flight operations, and unusual or nonstandard situations. c. Is knowledgeable of available backup equipment and properly transitions to its use.

Job Task: Methods and Procedures (Concluded)

Job Subtask	Indicator
<p>15. <i>Scans entire control environment.</i> Checks assigned control environment and equipment for changes in data or presentation.</p>	<p>a. Monitors equipment, equipment alarms, displays, and status information area for changes in data or presentation.</p> <p>b. Scans assigned control environment for potential errors or conflicts and weather-related problems.</p> <p>c. Scans runways for landing, departing, and crossing situations.</p> <p>d. Acts rapidly to correct errors.</p> <p>e. Recognizes when incorrect information has been passed to aircraft or other positions.</p> <p>f. Remains alert for possible problem situations from other controllers/facilities.</p>
<p>16. <i>Effective working speed is maintained.</i> Paces control actions and associated tasks at an acceptable rate.</p>	<p>a. During periods of inactivity, reviews and updates pending/current information for familiarity and plans actions to be taken.</p> <p>b. Records information at the same time that it is received from pilots/controllers/ facilities.</p> <p>c. Records information at the same time that it is issued to pilots/controllers/facilities.</p>

Job Task: Equipment

Job Subtask	Indicator
<p>17. <i>Equipment status information is maintained.</i> Maintains knowledge of equipment operating status.</p>	<p>a. Determines status of equipment performance.</p> <p>b. Reports malfunctions.</p>

Job Task: Equipment (Concluded)

Job Subtask	Indicator
18. <i>Equipment capabilities are utilized/ understood.</i> Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup.	<ul style="list-style-type: none"> a. Enters all required data into computer for required area display. b. Displays appropriate area of jurisdiction. c. Adjusts radar presentation to present best display possible. d. Displays appropriate filter limits. e. Demonstrates knowledge of required computer entries and ensures entries are complete and correct. f. Enters necessary corrections/updates in a timely manner. g. Demonstrates knowledge of procedures for operating all equipment. h. Is aware of equipment peculiarities.

Job Task: Communication

Job Subtask	Indicator
19. <i>Functions effectively as a radar/tower team member.</i> Accepts equal responsibility for the safe and efficient operation of the position.	<ul style="list-style-type: none"> a. Maintains a spirit of cooperation. b. Maintains professional manner. c. Is receptive to instructor's/supervisor's/ team members' suggestions for improvement of job performance. d. Remains calm under stress. e. Conveys pertinent information to other team members in a timely manner.

Job Task: Communication (Continued)

Job Subtask	Indicator
<p>20. <i>Communication is clear and concise.</i> Ensures that all data passed or received are understood. Does not have to repeat information using different words to convey the intended meaning.</p>	<p>a. Demonstrates professional, positive voice.</p> <p>b. Demonstrates moderate, rather than too fast or too slow, speech rate.</p> <p>c. Listens carefully and verifies that correct information is transmitted and received.</p> <p>d. Demonstrates clear pronunciation.</p> <p>e. Does not transpose words, numbers, or symbols.</p>
<p>21. <i>Uses prescribed phraseology.</i> Uses words and phrases in accordance with the requirements of the duty being performed.</p>	<p>a. Uses approved procedures, words, phrases, and formats.</p> <p>b. Issues instructions that are specific.</p>
<p>22. <i>Makes only necessary transmissions.</i> Transmits only information that is required over radio or interphone.</p>	<p>a. Uses radio/interphone only when necessary.</p> <p>b. Transmits only required information/instructions.</p> <p>c. Does not use abusive or profane language.</p> <p>d. Does not transmit separate message when it would be more effective to combine information.</p>
<p>23. <i>Uses appropriate communications method.</i> Transmits information using the communications method that is appropriate.</p>	<p>a. Formulates message before transmitter is keyed.</p> <p>b. Uses radio/interphone when required.</p>

Job Task: Communication (Concluded)

Job Subtask	Indicator
<p>24. <i>Relief briefings are complete and accurate.</i> Ensures that duty familiarization and transfer of position responsibility are complete and accurate. Follows approved checklist when exchanging information, and both individuals acknowledge the positive transfer of responsibility.</p>	<p>a. Communicates pertinent status information.</p> <p>b. Communicates weather information to relieving specialist as necessary.</p> <p>c. Communicates overall traffic situation.</p> <p>d. Ensures that unresolved questions about the operation of the position are resolved before transfer of responsibility.</p> <p>e. When assuming a position, completes the appropriate position log to indicate responsibility for a specific position or combined position.</p>

APPENDIX 3

INSTRUCTIONS FOR COMPLETING THE FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT FAA Form 3120-26

1. INTRODUCTION. This appendix contains instructions for completing FAA Form 3120-26. The form shall be used by OJTIs and operations supervisors to record their observations of the performance and progress of the developmental ATCS during laboratory scenarios, OJT instruction, skill enhancement training, and skill-check sessions. FAA Form 3120-26 may be used to document OJF. A copy of the form is provided on pages 5 and 6 of this appendix.

2. USING THE FORM. Entries on training reports shall be sufficiently detailed to support appropriate administrative actions (e.g., promotions, awards, dismissals, reassignments, litigation's, etc.). Complete the following items. Block numbers correspond to the numbered blocks on the form.

Block 1 **NAME:** Print developmental's name.

Block 2 **DATE:** Enter month, day, year.

Block 3 **SCENARIO/POSITION(S):** Enter scenario or operational position on which training or skill check is being performed.

Block 4 **WEATHER:** Record description of weather as VFR, MVFR, IFR, or LIFR. Check the one box most representative of the session(s). Conditions that impact training should be noted in Block 12.

Block 5 **WORKLOAD:** Check description of traffic volume. Check the one box most representative of the session(s).

Block 6 **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session(s). Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.

Block 7 **HOURS:** Enter actual hours and minutes for the training session or sessions covered by this report.

Block 8 **TOTAL HOURS THIS POSITION:** Enter total hours and minutes spent in training on this position. Include OJT session(s) covered by this report.

Block 9 **PURPOSE:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Check "OJF" for on-the-job familiarization time. Indicate "Simulation" if simulation laboratory is used. The supervisor checks "Skill Check" if administering a performance skill check or "Certification" if administering a certification skill check. If "Other" is indicated, document specific use in Block 12.

Block 10 ROUTING: According to facility requirements.

Block 11 PERFORMANCE: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the developmental ATCS.

Users of this form should review the definitions of all job subtasks and their respective performance indicators. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job task entitled "Other" is intended for local use and adaptation.

- a. During OJT/lab scenarios, place a mark (e.g., X, √, etc.) in the columns "OBSERVED" and "COMMENT" as follows:
 - (1) **OBSERVED:** A mark in this column indicates that the operation or procedure was observed during the period but that no significant comments are made.
 - (2) **COMMENT:** A mark in this column indicates that the operation or procedure was observed during the period and is accompanied by a comment in Block 12. During OJT, references in Block 12A are optional."
- b. During skill checks/laboratory evaluations, place a mark (e.g., X, √, etc.) in the columns "OBSERVED" and "COMMENT" as follows: "SATISFACTORY," "NEEDS IMPROVEMENT," and "UNSATISFACTORY." OJTIs do not make check marks in these columns because these terms are evaluative. The terms are defined as follows:
 - (1) **SATISFACTORY:** A mark in this column indicates that the developmental's observed performance in the session(s) meets certification requirements and indicates that the developmental demonstrates the ability to work independently for this performance item. Examples of exemplary performance and/or specific comments shall be stated in Block 12 of the form for each job subtask indicated.
 - (2) **NEEDS IMPROVEMENT:** A mark in this column indicates that the developmental's observed performance is acceptable at this stage of training, but must improve in order to meet certification requirements. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job subtask indicated.
 - (3) **UNSATISFACTORY:** A mark in this column indicates that the developmental's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask shall be stated in Block 12.
- c. To certify on a certification skill check, all applicable items shall be marked satisfactory or not observed (N/O). If an item is marked "N/O", Block 12 shall indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, or other methods shall be used to demonstrate knowledge of a job subtask when not observed.

- d. If a job subtask is not applicable to a position being observed, it shall be recorded as “N/A” (not applicable).

Block 12 COMMENTS: Used by the OJTI/supervisor to document the developmental’s performance during OJT instruction and skill-check sessions. The OJTI/supervisor shall sign and date this block.

During OJT/Lab Scenarios:

This block is used to document when a check mark is made in the “Comment” column on the front of the form. The comments:

- a. May be specific or general.
- b. May include exemplary, noteworthy, or unusual events.
- c. Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references shall be made in Block 12A to applicable procedures, LOAs, directives, etc.

During Skill Checks/Laboratory Evaluations:

This block is used to:

- a. Document performance/progress. The performance/progress descriptions may include comments of exemplary, noteworthy, or unusual events.
- b. Describe any observed performance deficiencies. When a check mark is placed in the “Needs Improvement” or “Unsatisfactory” column, references shall be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

Block 12A REFERENCES: Used by the supervisor to list references to specific procedures, LOAs, or directives that should be reviewed by the developmental so that the performance problem may be corrected. The supervisor shall include paragraph numbers or other specific references in this block. An OJTI may include references in this block.”

Block 13 RECOMMENDATION: This block shall be used by the supervisor who conducted the skill check. The supervisor shall recommend one of the following:

- a. Certification skill check
- b. Certification (when appropriate)
- c. Continuation of OJT
- d. Skill enhancement training
- e. Suspension of OJT

Block 14 **EMPLOYEE’S COMMENTS:** This block may be used by the developmental for making comments pertaining to the training period or the skill check, or for making general comments regarding training. The employee shall sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the developmental.

Block 15 **CERTIFICATION/RECERTIFICATION:** This block is used by supervisors to document position certification/recertification. Sign and date.

FIGURE 1. FAA FORM 3120-26

FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT										
1. Name		2. Date		3. Scenario/Position(s)						
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR <input type="checkbox"/> LIFR		5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult		7. Hours				
						8. Total Hours This Position				
9. Purpose <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> OJF <input checked="" type="checkbox"/> OJT <input type="checkbox"/> Skill Check <input type="checkbox"/> Skill Enhancement <input type="checkbox"/> Other						10. Routing				
11. Performance	Job Task	Job Subtask				Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
	A. Methods and Procedures	1. Adheres to priority of duties.								
		2. Demonstrates ability to handle unusual situations.								
		3. Initiates required search and rescue situations.								
		4. Maintains basic weather watch.								
		5. Compiles, evaluates, records, and disseminates data.								
	B. Equipment	6. Equipment status is maintained.								
		7. Computer entries are correct.								
		8. Equipment capabilities are utilized/maintained.								
	C. Maintenance	9. Equipment malfunctions are recognized/restored.								
		10. Performs routine maintenance of NWS instruments.								
		11. Replaces expendable materials as necessary.								
	D. Communication/Coordination	12. Preduty/relief briefings are complete and accurate.								
		13. Functions effectively as a team member.								
		14. Is sensitive to needs of system users.								
		15. Communication is clear/concise.								
		16. Uses prescribed phraseology.								
		17. Coordination is thorough.								
		18. Makes only necessary transmissions.								
	E. Pilot Weather Briefing	19. Obtains sufficient background data.								
		20. Presents briefing in prescribed format.								
		21. Briefs in a tailored/organized/clear/concise manner.								
	EFAS	22. Maintains awareness of current weather and forecasts.								
		23. Maintains required displays.								
		24. Applies VNR procedures as prescribed.								
		25. Maintains complete, accurate real-time weather.								
		26. Develops flight advisories for routes/altitudes.								
		27. Coordinates with NWS and CWSU.								
F. Other										

**JOB SUBTASKS AND INDICATORS CHECKLIST FOR THE FSS/AFSS OJT
INSTRUCTION/EVALUATION REPORT**

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The list of job subtasks/indicators specified for each position is stated in general terms to account for differences in equipment and to accommodate both FSSs and AFSSs. Some job subtasks/indicators may not apply at individual facilities because of equipment, staffing, or shift variations. The job subtasks/indicators for the flight data, NOTAM, and coordinator positions have been combined to accommodate some of these variations. Individual facilities can use their facility training orders to specify facility-level job subtasks/indicators.

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**FIGURE 2. FSS/AFSS
ASSIGNMENT OF JOB SUBTASKS TO POSITIONS**

Job Subtask	Weather Observer	Broadcast	Flight Data/NOTAM/Coordinator	Preflight	Inflight	EFAS
1. Adheres to priority of duties.	X	X	X	X	X	X
2. Demonstrates ability to handle unusual situations.			X	X	X	
3. Initiates required search and rescue situations.			X		X	
4. Maintains basic weather watch.	<u>X</u>					
5. Compiles, evaluates, records, and disseminates data.	X	X	X	X	X	
6. Equipment status is maintained.			X			X
7. Computer entries are correct.			X	X	X	X
8. Equipment capabilities are utilized/maintained.	X	X	X	X	X	X
9. Equipment malfunctions are recognized/restored.		X	X	X	X	X
10. Performs routine maintenance of NWS instruments.	<u>X</u>					
11. Replaces expendable materials as necessary.			<u>X</u>			
12. Preduty/relief briefings are complete and accurate.	X	X	X	X	X	X
13. Functions effectively as a team member.	X	X	X	X	X	X
14. Is sensitive to needs of system users.			X	X	X	
15. Communication is clear/concise.	X	X	X	X	X	X
16. Uses prescribed phraseology.	X	X	X	X	X	X
17. Coordination is thorough.			X		X	
18. Makes only necessary transmissions.		X			X	X
19. Obtains sufficient background data.				X	X	X
20. Presents briefing in prescribed format.				X	X	
21. Briefs in a tailored/organized/clear/concise manner.				X	X	X
22. Maintains awareness of current weather and forecasts.		X		X	X	X
23. Maintains required displays.				X	X	
24. Applies VNR procedures as prescribed.		X		X	X	X
25. Maintains complete, accurate, real-time weather.						<u>X</u>
26. Develops flight advisories for routes/altitudes.						<u>X</u>
27. Coordinates with NWS and CWSU.						<u>X</u>

X = Unique to Position

**JOB SUBTASKS AND INDICATORS CHECKLIST
FOR THE FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT**

WEATHER OBSERVER

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	<ul style="list-style-type: none"> a. Performs all position functions in accordance with locally published priority of duties. b. Evaluates observation elements in prescribed order.
4. <i>Maintains basic weather watch.</i>	<ul style="list-style-type: none"> a. Records meteorological and non-meteorological data accurately and promptly. b. Makes scheduled and unscheduled observations.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	<ul style="list-style-type: none"> a. Evaluates sky cover. b. Determines ceiling and heights. c. Determines visibility. d. Records and reports atmospheric phenomena. e. Determines sea level pressure, altimeter settings, and station pressure. f. Determines temperature data. g. Determines wind data. h. Measures precipitation and additive data.

WEATHER OBSERVER (Continued)

Job Task: Equipment

Job Subtask	Indicator
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.

Job Task: Maintenance

Job Subtask	Indicator
10. <i>Performs routine maintenance on NWS instruments.</i>	<ul style="list-style-type: none"> a. Adjusts, cleans, resets, stores, makes minor routine repairs to, and replaces expendable materials in equipment. b. Performs adjustments to delicate precision instruments. c. Keeps instruments clean and protected from damage.

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.

WEATHER OBSERVER (Concluded)**Job Task: Communication/Coordination** (Concluded)

Job Subtask	Indicator
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Convey pertinent information to other team members in a timely manner.
15. <i>Communication is clear/concise.</i>	Demonstrates clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and formats.

BROADCAST

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	a. Discards nonpertinent data and makes corrections as required. b. Checks all sources for pertinent broadcast data. c. Obtains required data from alternate sources when required. d. Updates data as required. e. Starts all broadcast recordings at designated times. f. Adheres to prescribed content and format.

Job Task: Equipment

Job Subtask	Indicator
8. <i>Equipment capabilities are utilized/maintained.</i>	a. Operates position equipment/backup equipment using prescribed procedures. b. Removes and replaces obsolete data. c. Records and monitors broadcast. d. Records and monitors weather advisories and surface reports.

BROADCAST (Continued)**Job Task: Equipment (Concluded)**

Job Subtask	Indicator
8. <i>Equipment capabilities are utilized/maintained (Concluded)</i>	<ul style="list-style-type: none"> e. Records and monitors PIREP summaries, NOTAMs, and MTR/MOA statements. f. Observes schedule and time restrictions. g. Announces missing items. h. Makes suspension announcements. i. Reads and resets counters.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Pre-duty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.

BROADCAST (Concluded)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Formulates message before transmitter is keyed. c. Selects appropriate channels. d. Has clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and formats.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Radio/interphone are used only when necessary. b. Transmits only required information/instructions.

Job Task: Pilot Weather Briefing

Job Subtask	Indicator
24. <i>Applies VFR Not Recommended (VNR) procedures as prescribed.</i>	Applies VNR procedures as prescribed.

FLIGHT DATA/NOTAM/COORDINATOR

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
3. <i>Initiates required search and rescue situations.</i>	<ul style="list-style-type: none"> a. Takes timely action regarding overdue, missing, or lost aircraft. b. Performs local communications search. c. Initiates request for information on overdue aircraft (QALQ), information request (INREQ), or alert notice (ALNOT). d. Expands communications search. e. Prepares complete/accurate search and rescue (SAR) messages. f. Forwards field status reports and other pertinent data within prescribed time limits. g. Cancels all SAR messages.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	<ul style="list-style-type: none"> a. Accurately routes and distributes received flight data. b. Addresses outbound traffic as required. c. Posts all new flight data accurately and promptly. d. Uses authorized symbols and abbreviations. e. Revises flight data promptly as necessary. f. Correctly formats/edits all messages. g. Classifies, formats, and distributes NOTAMs as prescribed. h. Leased Service A/B system (LABS)—Adheres to transmission schedule.

FLIGHT DATA/NOTAM/COORDINATOR (Continued)

Job Task: Equipment

Job Subtask	Indicator
6. <i>Equipment status is maintained.</i>	a. Maintains circuit operation, taking appropriate action during circuit interruptions. b. Uses weather chart reproduction and display equipment.
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entries.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	a. Activates spare/backup equipment when required. b. Notifies Maintenance of equipment malfunctions in accordance with prescribed local procedures.

Job Task: Maintenance

Job Subtask	Indicator
11. <i>Replaces expendable materials as necessary.</i>	Correctly replaces ribbons and paper.

FLIGHT DATA/NOTAM/COORDINATOR (Continued)**Job Task: Communication/Coordination**

Job Subtask	Indicator
12. <i>Pre-duty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
14. <i>Sensitive to needs of system users.</i>	<ul style="list-style-type: none"> a. Listens and responds to user requests in a courteous and tactful manner. b. Provides additional assistance/data when requested.

FLIGHT DATA/NOTAM/COORDINATOR (Concluded)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Answers calls in a timely manner. b. Has pleasant and positive voice. c. Has clear and understandable speech rate. d. Identifies calling facility when required. e. Uses correct communication line to forward data. f. Exchanges initials as required. g. Deactivates communication line.
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none"> a. Uses approved procedural words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Ensures readbacks are correct.
17. <i>Coordination is thorough.</i>	<ul style="list-style-type: none"> a. Conducts intrafacility/interfacility coordination in a timely manner. b. Forwards IFR departures, progress reports, and arrival reports to ATC upon request.

PREFLIGHT**Job Task: Methods and Procedures**

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	a. Completes required flight plan and entries. b. Assists pilot in flight planning.

Job Task: Equipment

Job Subtask	Indicator
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entry.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

PREFLIGHT (Continued)

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Pre-duty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
14. <i>Sensitive to needs of system users.</i>	<ul style="list-style-type: none"> a. Listens and responds to user requests in a courteous and tactful manner. b. Provides additional assistance/data when requested.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Has clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and format.

PREFLIGHT (Concluded)**Job Task: Pilot Weather Briefing**

Job Subtask	Indicator
19. <i>Obtains sufficient background data.</i>	<ul style="list-style-type: none"> a. Receives request and determines actions required. b. Obtains sufficient, pertinent information to properly conduct preflight briefing.
20. <i>Presents briefing in prescribed format.</i>	Presents standard, abbreviated, or outlook briefing in accordance with prescribed procedures.
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	<ul style="list-style-type: none"> a. Provides information tailored to a specific flight. b. Solicits PIREPs when applicable. c. Provides other prescribed assistance or information upon request.
22. <i>Maintains awareness of current weather and forecasts.</i>	<ul style="list-style-type: none"> a. Reviews and analyzes all weather and aeronautical data. b. Indicates recognition of all significant discrepancies between actual and forecast data. c. Takes correct action in accordance with prescribed procedures, when discrepancies exist.
23. <i>Maintains required displays.</i>	<ul style="list-style-type: none"> a. Plots/posts weather charts correctly. b. Maintains PIREP display.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

INFLIGHT

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally prescribed priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
3. <i>Initiates required search and rescue situations.</i>	a. Indicates recognition of overdue aircraft. b. Attempts radio contact of overdue aircraft.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	a. Records aircraft contacts. b. Uses prescribed symbols/abbreviations. c. Provides weather advisories. d. Provides flight plan services. e. Solicits/prepares/disseminates PIREPs in prescribed format when applicable. f. Performs unscheduled broadcasts. g. Issues altimeter settings as prescribed. h. Provides Airport Advisory Services/Airport Information Services.

INFLIGHT (Continued)**Job Task: Methods and Procedures** (Concluded)

Job Subtask	Indicator
5. <i>Compiles, evaluates, records, and disseminates data. (Concluded)</i>	<ul style="list-style-type: none"> i. Provides special visual flight rules (SVFR) services. j. Provides hazardous area reporting services. k. Provides emergency services. l. Keeps airmen and weather information current. m. Provides VFR cruising level advisories.

Job Task: Equipment

Job Subtask	Indicator
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entries.
8. <i>Equipment capabilities are utilized/maintained.</i>	<ul style="list-style-type: none"> a. Operates position equipment/backup equipment using prescribed procedures. b. Uses primary/secondary radios selectively. c. Compares console instruments. d. Correctly uses circular slide rule to solve problems.

INFLIGHT (Continued)

Job Task: Equipment (Concluded)

Job Subtask	Indicator
9. <i>Equipment malfunctions are recognized/restored.</i>	<ul style="list-style-type: none"> a. Resets console clocks as required. b. Responds promptly to aural/visual alarms. c. Ensures status of NAV AID equipment. d. Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Pre-duty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.

INFLIGHT (Continued)**Job Task: Communication/Coordination** (Continued)

Job Subtask	Indicator
14. <i>Sensitive to needs of system users.</i>	<ul style="list-style-type: none"> a. Listens and responds to user requests in a courteous and tactful manner. b. Provides additional assistance/data when requested.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has a pleasant and positive voice. b. Has clear and understandable speech rate. c. Responds promptly to aircraft calls. d. Relays ATC clearances/advisories as received from the control facility. e. Formulates message before keying transmitter.
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none"> a. Uses approved procedural words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Ensures readbacks are correct.

INFLIGHT (Continued)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
17. <i>Coordination is thorough.</i>	<ul style="list-style-type: none"> a. Conducts intrafacility/interfacility coordination in a timely manner. b. Forwards IFR departures, progress reports, and arrival reports to ATC upon request.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Uses radio/interphone only when necessary. b. Transmits only required information/ instructions. c. Does not transmit separate messages when it would be more effective to combine information.

Job Task: Pilot Weather Briefing

Job Subtask	Indicator
19. <i>Obtains sufficient background data.</i>	<ul style="list-style-type: none"> a. Receives requests and determines actions required. b. Obtains sufficient, pertinent information to properly conduct preflight briefing.
20. <i>Presents briefing in prescribed format.</i>	Presents standard, abbreviated, or outlook briefing in accordance with prescribed procedures.

INFLIGHT (Concluded)**Job Task: Pilot Weather Briefing** (Concluded)

Job Subtask	Indicator
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	<ul style="list-style-type: none"> a. Provides information tailored to a specific flight. b. Solicits PIREPs when applicable. c. Provides other prescribed assistance or information upon request.
22. <i>Maintains awareness of current weather and forecasts.</i>	<ul style="list-style-type: none"> a. Reviews and analyzes all incoming weather and aeronautical data. b. Indicates recognition of significant discrepancies between actual and forecast data. c. Takes correct action in accordance with prescribed procedures, when discrepancies exist.
23. <i>Maintains required displays.</i>	<ul style="list-style-type: none"> a. Plots/posts weather charts correctly. b. Maintains PIREP displays.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

EFAS

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.

Job Task: Equipment

Job Subtask	Indicator
6. <i>Equipment status is maintained.</i>	<ul style="list-style-type: none"> a. Checks transmitters and receivers. b. Verifies status of weather radar. c. Verifies status of weather chart reproduction and display equipment. d. Verifies status of GOES satellite. e. Verifies operation of Service A request/reply.
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entries.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

EFAS (Continued)

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete/accurate.</i>	<ul style="list-style-type: none"> a. Obtains preduty weather briefing from appropriate source. b. Follows position relief checklist when exchanging information. c. Ensures that both individuals acknowledge the positive transfer of responsibility. d. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Has clear and understandable speech rate. c. Formulates message before keying transmitter.

EFAS (Continued)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none"> a. Uses approved procedural words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Ensures readbacks are correct.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Uses radio/interphone only when necessary. b. Transmits only required information/ instructions.

Job Task: Pilot Weather Briefing

Job Subtask	Indicator
19. <i>Obtains sufficient background data.</i>	Receives requests and determines actions required.
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	Provides information tailored to a specific flight.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

EFAS (Concluded)

Job Task: Pilot Weather Briefing (Concluded)

Job Subtask	Indicator
25. <i>Maintains complete, accurate, real-time weather.</i>	<ul style="list-style-type: none"> a. Solicits, disseminates, and posts PIREPs according to prescribed local procedures. b. Reviews, describes, compares, and points out significant factors depicted on the various charts used at the position. c. Selects all new relevant charts and updated displays. d. Selects all new relevant Service A data and updates flight advisory materials and displays. e. Modifies posted charts to reflect real-time weather.
26. <i>Develops flight advisories for routes/altitudes.</i>	Advises aircraft of alternate routes/altitudes to avoid areas of hazardous weather.
27. <i>Coordinates with the NWS and the Center Weather Services Unit (CWSU).</i>	<ul style="list-style-type: none"> a. Alerts WSFO and CWSU immediately when conditions are reported that differ from forecasts. b. Describes significant current weather changes. c. Verifies information with the NWS and CWSU.

APPENDIX 4

EN ROUTE INSTRUCTIONAL PROGRAM GUIDE

SECTION 1. INTRODUCTION

This Instructional Program Guide (IPG) includes information about the following four development stages:

- I. FAA Academy Training (Courses 50143 and 50144).**
- II. Assistant Controller Training (Course 55053).**
- III. Nonradar/Radar Associated Controller Training (Course 55054).**
- IV. Radar Controller Training (Course 55055).**

When training CPC's who have lost operational currency or have transferred from another facility or area of specialization, the TA shall decide which portions of the classroom and laboratory training will be administered based on the needs of the specialist.

OJT shall be conducted and documented as specified in Chapter 3 of this order.

SECTION 2. STAGE I: FAA ACADEMY TRAINING**SECTION 2A. AIR TRAFFIC BASICS (EN ROUTE)
(Course 50143)**

GENERAL: This course is designed for individuals with no air traffic experience. It provides the fundamental aviation/air traffic knowledge needed to prepare developmentals to begin training in their specific air traffic option.

PREREQUISITE: Entry qualifications established for specific hiring source.

LOCATION: FAA Academy.

TRAINING LENGTH: 25 days/200 hours.

ADMINISTRATION: Training is administered in a classroom environment utilizing FAA Academy-prepared instructional materials and includes the following topics: introduction to the ATC system, publications, Federal Aviation Regulations, principles of aerodynamics, aircraft types and characteristics, fundamentals of navigation, pilot's environment, flight assistance and emergencies, special operations, wake turbulence, weather, and communications. Instruction is delivered through classroom lecture accompanied by graphics and video. Group discussions and exercises with limited hands-on practice and demonstrations are provided. The student is evaluated using block tests and a final comprehensive test.

TRAINING CONTENTS: The course covers 12 areas of instruction contained in 32 lessons.

1. BLOCK 1: INTRODUCTION TO THE ATC SYSTEM (32 hours).

a. The purpose of this block is to provide an orientation to the FAA organization, Air Traffic Service, and the FAA Academy.

b. Covers the functions, elements, types of services, facilities, and key concepts that comprise the Air Traffic Control System.

2. BLOCK 2: PUBLICATIONS (29 hours).

a. Covers the purpose of basic FAA orders and manuals.

b. Covers the purpose and contents of VFR/IFR charts and publications and teaches students how to read them for navigational purposes.

3. BLOCK 3: FEDERAL AVIATION REGULATIONS (7 hours).

Covers the primary Federal rules and regulations that apply to Air Traffic Control.

4. BLOCK 4: PRINCIPLES OF AERODYNAMICS (4 hours).

Covers the fundamental principles of flight, including airfoils, relative wind, the four forces acting on an aircraft in flight, the interrelationships of those forces, and lift factors.

5. BLOCK 5: AIRCRAFT TYPES AND CHARACTERISTICS (7 hours).

Covers the basics of aircraft identification for Air Traffic Control.

6. BLOCK 6: FUNDAMENTALS OF NAVIGATION (16 hours).

Covers the principles and methods of navigation as well as the equipment used.

7. BLOCK 7: PILOT'S ENVIRONMENT (5 hours).

Covers the instrumentation and systems used by a pilot to navigate and control the aircraft.

8. BLOCK 8: FLIGHT ASSISTANCE AND EMERGENCIES (9 hours).

a. Covers situations requiring special handling or services.

b. The difference between flight assistance and emergencies is discussed along with the different levels and types of emergencies.

c. The purpose and function of the National Search and Rescue Plan are also presented.

9. BLOCK 9: SPECIAL OPERATIONS (2 hours).

Covers the most common types of flights that require unusual or special handling such as Presidential aircraft, military operations, and medical flights.

10. BLOCK 10: WAKE TURBULENCE (3 hours).

Covers the causes and effects of wake turbulence.

11. BLOCK 11: WEATHER (39 hours).

a. Covers the fundamentals of weather.

b. Includes weather basics, hazardous effects of selected weather phenomena on flight, and the purpose of weather products that are significant to aviation.

c. Includes how to read and understand these weather products.

12. BLOCK 12: COMMUNICATIONS (18 hours).

Covers the air traffic communication process including formatting of authorized communications, phraseology, and control symbology.

13. EVALUATION.

a. Student proficiency is measured through a variety of methods. Academic progress is assessed through the use of end-of-lesson tests and four academic block tests covering the following blocks:

- (1) Block Test I - Lessons 1, 3 thru 8.
- (2) Block Test II - Lessons 9 thru 15.
- (3) Block Test III - Lessons 16 thru 22.
- (4) Block Test IV - Lessons 23 thru 29.

b. A final comprehensive test is given at the end of all blocks of instruction. The score from this test determines the course score.

SECTION 2B. INITIAL EN ROUTE TRAINING (Course 50144)

GENERAL: This course is designed for developmental specialists. It provides job-related knowledge and skill-oriented training. This training consists of classroom instruction, medium-fidelity skills practice utilizing an interactive PC-based instructional system, and full-fidelity simulation in an en route laboratory environment.

PREREQUISITE: Successful completion of Course 50143, or

Individual meets direct entry qualifications established for specific hiring source.

LOCATION: FAA Academy.

TRAINING LENGTH: 57 days/456 hours.

ADMINISTRATION: Training is administered in a classroom/laboratory environment utilizing FAA Academy-prepared instructional materials and a simulated control area (Aero Center). Training is primarily oriented to procedural studies and demonstration/evaluation of control scenarios. Students are assessed during Performance Verification (PV) on a pass/fail basis.

TRAINING CONTENTS: This course contains four blocks of instruction.

1. BLOCK 1: ACADEMICS (80 hours).

- a. The purpose of this block is to present students with air traffic concepts and allow them to practice basic skills.
- b. Topics presented include Aero Center nonradar airspace, radio and interphone procedures, flight progress strips, recording clearances and control information, forwarding flight plan and control information, general control and board management, IFR clearances and route assignments, departure procedures, altimeter setting and altitude assignment requirements, holding procedures, arrival and approach procedures, and Letters of Agreement (LOAs).

2. BLOCK 2: NONRADAR ACADEMICS/LAB (152 hours).

- a. This block of instruction emphasizes procedures for coordination and separation, stripmarking, phraseology, and board management.
- b. Academic topics presented include vertical, lateral, and longitudinal nonradar separation as well as initial separation of arrivals and departures.
- c. Part-task exercises and nonradar scenarios reinforce nonradar separation skills.

3. BLOCK 3: RADAR ACADEMICS/MEDIUM-FIDELITY LAB (96 hours).

- a. This block allows students to use radar to improve Radar Associate (RA) skills, understand radar controller responsibilities, and learn to work with the radar team.
- b. Academic topics presented include Aero Center radar airspace, radar data display, RDP and FDP message composition and entry, beacon code assignment, radar identification, radar handoff and point out, radar separation and safety alerts, radar vectoring, radar departures and arrivals, speed adjustment, emergencies, additional services, and military operations.
- c. Part-task exercises are included to reinforce academics.

4. BLOCK 4: RADAR ASSOCIATE ACADEMICS/LAB (128 hours).

- a. This block focuses on learning and applying skills to perform Radar-Associate duties.
- b. Academic topics presented include radar console equipment, position relief briefing, and situation awareness.
- c. Part-task and full-task scenarios are included to allow students to practice RA skills.

5. EVALUATION.

Student proficiency is measured through a variety of methods described as follows.

a. Academic progress is assessed through the use of nongraded end-of-lesson tests, two map tests (radar and nonradar Aero Center airspace), and three academic block tests covering the following areas:

- (1) Block Test I - Academics.
- (2) Block Test II - Nonradar.
- (3) Block Test III - Radar.

b. The application portion of the course consists of skill-based scenarios that provide feedback on how well the student applies proper air traffic procedures in a simulated environment. These scenarios are included in Blocks II, III, and IV as follows.

(1) Block II contains part-task exercises and nonradar scenarios. The final nonradar scenario is an evaluation of students' cumulative knowledge and skills at that point in the course.

(2) Block III contains part-task radar scenarios in a medium-fidelity lab environment.

(3) Block IV contains part-task and increasingly complex full-task scenarios presented in a full-fidelity lab environment. One student is on the RA position, one instructor is on the R position, and one instructor provides OJT to the student.

6. PERFORMANCE VERIFICATION (PV).

a. PV shall consist of an academic examination and an assessment of a skill-based scenario. A score of 70 percent is required for successful completion of the academic assessment.

b. PV specialists and/or operationally current support staff or supervisory personnel shall conduct the skill-based assessments.

c. Students shall be assessed within the requirements outlined in the current edition of FAA Order 7110.65, Air Traffic Control, and Chapter 3 of this order.

d. Following the skill-based assessment, the student shall be "debriefed" by the PV specialist. During this debrief, the PV specialist shall ask for explanations regarding questionable control actions and weigh responses in order to evaluate the student's cognitive skills. This investigation provides PV personnel the opportunity to identify areas that need improvement.

e. Students shall be assessed within the PV standards process. The process consists of four critical elements:

(1) Rater Reliability. Evaluation consistency is maximized by thorough training of temporary duty (TDY) PV personnel and instruction on the student briefing process. This provides a reliable method for insuring that assessments take place in a similar manner from student to student.

(2) PV Scenarios. The scenarios incorporate field requirements, so when a student can perform the tasks necessary to run a problem, he/she will have demonstrated the skills necessary to begin field training.

(3) PV Assessment. The PV process is based on expert assessment. PV is not assessing at the full performance skill level. Rather, PV determines if students have the fundamental knowledge necessary to begin field OJT. Initial assessments shall be conducted using one PV specialist observing one student.

(4) PV Reassessment. In the event of an unsuccessful PV scenario, the student shall receive additional training from the FAA Academy targeted to identified weaknesses. After completion of this training, another PV scenario shall be conducted using two PV specialists not involved in the first assessment. The two PV specialists shall then reach consensus before a decision can be made regarding the student's success or failure.

f. In the event that a student is unsuccessful during the second assessment, PV shall notify the appropriate service area office. Disposition of the unsuccessful student shall be determined by the service area office in accordance with the proper directives.

SECTION 3. STAGE II: ASSISTANT CONTROLLER TRAINING (FLIGHT DATA) (Course 55053)

GENERAL: The purpose of this stage is to prepare the developmental to perform independently (under general supervision) all duties of the assistant controller position on all sectors within an area of specialization and to attain certification on those positions.

This stage of training is administered in two parts: classroom instruction and OJT. The classroom training uses facility-prepared instructional materials to supplement the FAA Academy-prepared materials.

PREREQUISITE: Successful completion of Stage I PV.

CLASSROOM TRAINING: The classroom portion of training is administered using lesson plans developed by the FAA Academy and the facility and conducted under the direction of the TA. Facility lesson plans shall be developed for:

- Center/area of specialization knowledge.
- Flight data processing.
- Computer operations.

Evaluations shall be developed and administered for these lesson plans.

OJT: After successful completion of classroom training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. CLASSROOM TRAINING. The individual shall successfully demonstrate the following skills and complete the following objectives.

a. Center Area Chart. Given a center area chart depicting the location of low- and high-altitude NAVAIDs, the individual shall:

- (1) Label each NAVAID/fix with its correct identifier (including the first NAVAID outside the area).
- (2) Depict all airways and jet routes extending from the first NAVAID/fix outside the area and label each.
- (3) Depict and identify sector boundaries.
- (4) Depict and identify special use airspace.
- (5) Identify adjacent center sectors.

b. Area of Specialization Chart. Given a chart of the area of specialization depicting low-altitude and high-altitude NAVAID locations and center boundaries, the individual shall:

- (1) Execute all items in paragraph 1a above.
- (2) Indicate total mileage between NAVAIDs and/or fix posting.
- (3) Depict and label all intersections.
- (4) Depict and label restricted, prohibited, and warning areas and other special use airspace.
- (5) Depict and label all approach control airspace, VFR towers, FSS locations, and class B, C, D, and E airspace.

c. Operating Communication System. Given an operational position containing a communication system (i.e., Voice Switching Control System [VSCS], etc.), the individual shall:

- (1) Place outgoing calls:
 - (a) Locate the interphone jack/dual jack module at the assistant position.
 - (b) Locate the interphone and radio jacks/dual jack module at the controller position.
 - (c) Identify and state the function of the five components of a pushbutton dial.
 - (d) Identify and state the function of the VSCS display module (VDM).
 - (e) Identify and state the function of the key panel module, short ring, ring and flash, and release keys.

- (f) Place direct access calls.
- (g) Place override calls.
- (2) Receive incoming calls:
 - (a) Identify the basic components of the system/VDM on which incoming calls are received.
 - (b) Identify the audio/visual signals for an incoming call.
 - (c) Operate the radio transfer key when the:
 - 1 Controller uses the I/R jack.
 - 2 Controller uses the interphone jack.
 - 3 Controller answers an interphone line.
 - 4 Developmental answers an interphone line.

d. Flight Data Position (Nonautomated). Given an operational position, flight progress strips, and flight plan information, the developmental shall perform the full range of flight data duties in the nonautomated mode, including:

- (1) Compute sector fix postings.
- (2) Apply flight data procedures applicable to the assigned center.
- (3) Pick up and sequence the strips for delivery.
- (4) Place the strips in the appropriate bay at receiving sectors.
- (5) Post and forward flight plan information.

e. Flight Data Position (Automated). Given an operational position in an automated environment that contains a computer entry device, the individual shall:

- (1) Identify and state the function of the:
 - (a) Function keys.
 - (b) DSR keyboard.
 - (c) Computer readout device.
 - (d) Flight strip printer.
 - (e) Input/output typewriter.
 - (f) URET display if applicable.

- (2) Prepare and enter computer messages in correct format.
- (3) Respond to computer-generated messages.
- (4) If applicable, pick up and sequence the strips and deliver in the appropriate bay at receiving sectors.

2. CLASSROOM TRAINING EVALUATION.

a. Locally prepared evaluations shall be administered on:

- (1) The center chart.
- (2) The area of specialization chart.
- (3) Processing flight data in the nonautomated and automated modes.
- (4) Computer message entry.

b. Additional evaluations may be developed to evaluate the individual's progress as deemed necessary to meet facility and/or individual training needs.

3. OJT. Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job subtasks described in Appendix 2 of this order.

SECTION 4. STAGE III: NONRADAR AND RADAR-ASSOCIATE CONTROLLER TRAINING (Courses 55054 and 55056)

GENERAL: The purpose of this stage is to prepare the developmental to perform independently (under general supervision) all duties of a nonradar and a radar-associate controller on all sectors within the assigned area of specialization and to attain certification on those sectors (Course 55054).

This stage is subdivided into three types of training: classroom/situational training, simulation training, and OJT. When training CPC's who have lost operational currency or have transferred from another facility or area of specialization, the TA shall decide which portions of the classroom and laboratory training will be administered based on the needs of the specialist. Pass/fail criteria shall apply in this stage of training.

An optional administration of this stage of development (Course 55056) allows for the developmental to attain certification on two nonradar/radar-associate control positions of operation in an area of specialization. These sectors are selected for OJT and evaluation based on their potential to provide the developmental with realistic but fair standards in demonstrating an ability to handle control situations anticipated in the assigned area of specialization. After successfully obtaining certification on these two sectors, the developmental may proceed to the next stage of training: radar control (Course 55057).

PREREQUISITE:	Successful completion of Stage II (Assistant Controller Training).
CLASSROOM/SITUATIONAL TRAINING:	This training is conducted under the direction of the facility TA using self-study guides and lesson plans developed at the FAA Academy and at the local facility. Classroom/situational training should also include training exercises that allow the developmental to apply the knowledge acquired during the self-study and classroom training.
SIMULATION TRAINING:	Simulation training consists of familiarization, instructional, and evaluation exercises designed to allow the developmental to apply the basic skills and knowledge gained during classroom/situational training.
OJT:	After successful completion of classroom and simulation training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. NONRADAR CLASSROOM TRAINING. Classroom training shall include the following:

- a. The En Route Study Guide (ES-7-1).
- b. Detailed chart of assigned area of specialization. Given a chart of the assigned area of specialization depicting low-altitude and high-altitude NAVAID symbols, the developmental shall be able to:
 - (1) Label each NAVAID in the area of specialization and the first NAVAID outside the area of specialization.
 - (2) Depict and label adjacent sector and facility boundaries.
 - (3) Depict the airways extending from the first NAVAID outside the sectors and label each.
 - (4) Depict and label all intersections.
 - (5) Depict the mileage between NAVAIDs and/or fix postings on each route segment.
 - (6) Label all MEAs, MRAs, MOCAs, and MCAs.
 - (7) Depict and label restricted, prohibited, and warning areas and other special use areas.
 - (8) Depict and label all approach control airspace, VFR towers, and FSSs.
 - (9) Depict and label the following information for those airports within the area of specialization not served by a full-time approach control facility that have published penetration/approach procedures:
 - (a) Published holding pattern direction and turns.
 - (b) Initial penetration/approach altitude.
 - (c) Initial penetration/approach fix.
 - (d) Outbound and inbound heading/bearing/radial.
 - (e) Direction of procedure turn (if applicable).
 - (f) Missed approach procedures and altitudes.
- c. Special Military Operations self-study guide and assessments (ES-7-2 and ES-7-2.1 thru ES-7-2.8).
- d. Letters of agreement and facility orders pertinent to the assigned area of specialization.
- e. Phraseology/Strip Marking self-study guide and assessment (EW-7-1 and EW-7-1.1).
- f. Additional requirements as identified by the facility (e.g., depict standard instrument departures [SIDs]/standard terminal arrivals [STARs], depict Class B, C, D, and E airspace).

2. NONRADAR CLASSROOM/SITUATIONAL TRAINING.

- a. The facility training department shall instruct the following FAA Academy-developed lesson plans:

E-8-26	Recording Clearances and Control Information
E-8-27	Radio and Interphone Communication
E-8-29	Vertical Separation
E-8-30	Longitudinal Separation
E-8-31	Lateral Separation
E-8-33	General Control and Board Management
E-8-34	IFR Clearances and Route Assignments
E-8-35	IFR Flight Direction, Altitude Assignment, and Altimeter Setting
E-8-38	Approaches
E-8-39	Initial Separation of Departures/Arrivals and Visual Separation
E-8-40	Holding Aircraft
E-8-42	Forwarding Control Information
E-8-44	Air Traffic Services
E-8-45	Lost Communication Procedures
E-8-46	Initiating Emergency Procedures
E-8-47	VFR and VFR/OTP Procedures
E-8-48	Special VFR

- b. Each facility will develop nonradar classroom skills development exercises that allow developmentals to apply specific skills and knowledge acquired during academic instruction. The exercises will provide the developmental with the opportunity to:

- (1) Record clearances and control information on strips.
- (2) Use correct radio and interphone message format and communication procedures.
- (3) Determine the need for separation (plotting and projecting).
- (4) Issue clearances according to priority.
- (5) Apply effective board management.

3. NONRADAR SIMULATION TRAINING.

- a. During the nonradar simulation stage of training, the developmental will apply nonradar ATC procedures in accordance with Order 7110.65 and other pertinent directives. Guidelines for development and administration of simulation scenarios are listed in paragraph 6 of this section.

- b. Nonradar simulation scenarios will be conducted in a one-position sector configuration.

- c. Nonradar Familiarization Scenarios. The developmental shall be given nonradar familiarization scenarios on one sector in the assigned area of specialization. The scenarios will provide a highly interactive instructional environment in which the instructor and developmental will be able to discuss strategies and alternatives.

d. Nonradar Instructional/Evaluation Scenarios.

(1) Instructional scenarios provide the developmental with the opportunity to practice performing nonradar ATC duties in a simulated operational environment.

(2) The TA shall determine the number of nonradar instructional scenarios the developmental will complete. Periodic evaluation scenarios shall be conducted to determine the developmental's progress through the completion of the instructional scenarios.

(a) Example: For areas of specialization that have sectors where lack of radar coverage requires extensive use of nonradar control procedures, the TA may require the administration of 11 instructional scenarios, with instructional scenario numbers 8 and 11 as evaluations.

(b) Example: For areas of specialization that have sectors where lack of radar coverage or existing procedures require only occasional use of nonradar control procedures, the TA may determine that no instructional scenarios need be administered.

(3) If the developmental's training program calls for the administration of facility-developed evaluation scenarios, they shall be administered at regular intervals during the nonradar procedures laboratory segment of training. The evaluations shall be pass/fail. If the developmental does not meet the requirements for successful completion of the scenario, the TA may determine that skill enhancement training is warranted. The skill enhancement training may include:

- (a) Classroom instruction,
- (b) CBI courseware, and/or
- (c) Instructional scenarios.

Skill enhancement training shall be followed by a re-evaluation scenario at the same complexity point level as that at which the failure occurred.

(4) Developmentals shall be removed from training if they fail to meet the requirements for satisfactory completion of nonradar training.

e. Nonradar Scenario Development. The following situations and procedural items shall be included in the simulation scenarios. Other items may be added as deemed appropriate by the TA, based on their applicability in the developmental's sectors.

(1) Applying Separation Rules:

- (a) Crossing, converging, and passing in opposite directions.
- (b) Overtakes.
- (c) Separation from: adjacent airspace, obstructions, and special use airspace.
- (d) Successive arrivals and departures.

- (e) Simultaneous arrivals and departures.
 - (f) Arrivals with altitudes inverted.
- (2) Communication and Coordination:
- (a) Hearback/readback errors.
 - (b) Transfer of control and communications.
 - (c) Communication with aircraft through other than direct pilot-controller communication.
 - (d) Inter/intra facility coordination.
 - (e) Coordinate restrictions.
 - (f) Verify information.
- (3) Clearances and Control Information:
- (a) IFR clearances.
 - (b) Clearance to alternate airport.
 - (c) VFR-on-top (VFR/OTP).
 - (d) VFR traffic encountering IFR.
 - (e) Route change in flight.
 - (f) Arrivals and departures.
 - (g) Approaches, including high-altitude IFR approaches.
 - (h) Holding.
 - (i) Transfer of control and communications.
 - (j) Airfiles and VFR popups.
 - (k) Pilot deviations.
 - (l) Request for altitude change at assigned altitude.

- (4) Procedures:
 - (a) Interphone.
 - (b) Metering/Flow control.
 - (c) Fuel dumping.
 - (d) Approach control saturation.
 - (e) Special flight operations.
 - (f) Military (e.g., special use airspace [SUA], altitude reservations [ALTRVs], aerial refueling).
- (5) Emergencies and Equipment Outages:
 - (a) Loss of communication.
 - (b) Inflight emergencies.
 - (c) Aircraft with minimum fuel.
 - (d) NAS control equipment failures (e.g., communications, NAVAIDs).
 - (e) Inflight equipment malfunctions.
 - (f) Overdue aircraft.
 - (g) Hijacking.
- (6) Weather:
 - (a) Reporting and disseminating weather information.
 - (b) Changes to routes due to weather (e.g., departures, arrivals, en route).

f. Nonradar Scenario Complexity Workload. The worksheet on the following pages is used in determining the complexity workload for each nonradar scenario. The worksheet allows inclusion of the particular characteristics encountered in each sector for which scenarios are being developed. After establishing the desired complexity level for a given scenario, use the worksheet to arrive at the desired numerical total plus or minus three points for that scenario. Local reproduction of this worksheet is approved.

FIGURE 1. CONTROL SCENARIO COMPLEXITY WORKLOAD WORKSHEET

Center: _____
 Scenario Number: _____
 Sector Number: _____
 Point Factor: _____ points

I. FUNCTIONS	NUMBER OF FUNCTIONS	POINT VALUE	TOTAL POINTS
A. Departure		5	
B. Arrival		4	
C. En Route (requiring control function)		4	
D. En Route (no control function)		2	
E. Emergency or Radio Failure (Problems _____)		4	
F. Special Flights (7110.65, Chapter 9)		3	
G. Required Coordination (additional points when above functions require coordination)		1	
			Totals

(1) Complexity Workload. Function values are as follows:

(a) Departure	5
(b) Arrival	4
(c) En route (requiring control function)	4
(d) En route (no control function)	2
(e) Emergency or aircraft radio failure	4
(f) Special flight	3
(g) Required coordination (additional point for each required coordination function associated with the above functions)	1

(2) Complexity Definitions.

(a) A departure is defined as an aircraft that originates IFR flight in the scenario sector. A popup or airfile en route is counted as a departure.

(b) An arrival is defined as an aircraft that terminates IFR flight within the scenario sector. An aircraft requesting special VFR flight is counted as an arrival.

(c) “En route (requiring control function)” refers to an aircraft that originates outside and passes through the scenario sector requiring controller action.

(d) “En route (no control function)” refers to an aircraft that originates outside and passes through the scenario sector requiring only routine communication.

(e) An en route aircraft operating at an altitude under approach control jurisdiction is counted as an en route and a coordination factor.

(f) An emergency is defined as a distress or urgency condition requiring controller action. When an emergency is planned in the scenario, use an en route aircraft.

(g) When a radio failure is planned in the scenario, use an en route aircraft.

(3) Scenario Program Example. The example in Figure 2 shows how a training program may be designed to fulfill the requirements of this stage.

FIGURE 2. SAMPLE NONRADAR SIMULATION SCENARIOS

Scenario	Complexity Points	Type
A	70	Familiarization
B	75	Familiarization
C	80	Familiarization
D	80	Familiarization
E	85	Familiarization
F	85	Familiarization
G	85	Familiarization
H	90	Familiarization
I	90	Familiarization
J	90	Familiarization
1	70	Instructional
2	75	Instructional
3	80	Instructional
4	80	Instructional
5	85	Instructional
6	90	Instructional
7	90	Evaluation-Preparatory
8	90	Evaluation (Pass/Fail)
9	95	Instructional
10	95	Instructional
11	95	Evaluation (Pass/Fail)

4. RADAR-ASSOCIATE CLASSROOM/SITUATIONAL TRAINING.

a. The facility training department shall provide the following instruction:

(1) FAA Academy-developed lesson plans:

- E-11-1 Fundamentals of Radar
- E-11-2 Radar Data Display
- E-11-3 Radar Equipment
- E-11-4 RDP Message Entry
- E-11-5 Beacon Code Assignment
- E-11-6 Radar Identification
- E-11-7 Radar Handoff and Pointout
- E-11-8 Radar Separation and Safety Alerts
- E-11-9 Radar Vectoring
- E-11-10 Radar Departures and Arrivals
- E-11-11 Speed Adjustment
- E-11-12 Radar Emergencies
- E-11-13 Additional Services
- E-11-15 Position Relief Briefing
- E-11-17 Radar Controller Scan

- (2) DARC operations.
- (3) Sector team responsibilities.

b. Each facility will develop part-task exercises that allow developmentals to apply skills and knowledge acquired during academic instruction. The exercises will provide the developmental with the opportunity to:

- (1) Enter computer messages from the radar-associate position.
- (2) Identify radar map symbols, function keys, aircraft, weather, etc., on radar displays.
- (3) Make beacon code assignments.
- (4) Practice radar identification and Mode C verification procedures.
- (5) Practice the transfer of radar identification.
- (6) Apply knowledge of radar separation minimums.
- (7) Identify when to integrate nonradar procedures into a radar environment to ensure positive separation.
- (8) Perform a position relief briefing.

5. RADAR-ASSOCIATE SIMULATION TRAINING.

a. During the radar-associate simulation stage of training, the developmental will apply ATC procedures in accordance with Order 7110.65 and other pertinent directives. General guidelines for development and administration of simulation scenarios are listed in paragraph 6 of this section.

b. All radar-associate scenarios shall be conducted in a two-position sector configuration with the developmental working the radar-associate position. The radar position may be worked by a certified radar controller, a support specialist, or a contract instructor.

c. Familiarization Scenarios. The developmental shall be given radar-associate familiarization scenarios on one sector in the assigned area of specialization. The scenarios will provide a highly interactive instructional environment in which the instructor and developmental will be able to discuss strategies and alternatives. These scenarios should emphasize the importance of effective interaction between the radar associate and other sector team members.

d. Radar-Associate Instructional/Familiarization Scenarios.

(1) Instructional scenarios provide the developmental with the opportunity to practice performing radar-associate ATC duties in a simulated operational environment.

(2) The TA shall determine the number of radar-associate instructional scenarios the developmental will complete. Evaluation scenarios shall be administered at regular intervals during the radar-associate laboratory segment of training. The evaluations shall be pass/fail.

(a) Example: For areas of specialization that have sectors where lack of radar coverage requires extensive use of nonradar control procedures, the TA may require the administration of 30 instructional scenarios, with instructional scenario numbers 10, 14, 18, 22, 26, and 30 as evaluations.

(b) Example: For areas of specialization that have sectors where there is no lack of radar coverage or where existing procedures require only occasional use of nonradar control procedures, the TA may require 20 instructional scenarios, with instructional scenario numbers 11, 14, 17, and 20 as evaluations.

(3) If the developmental does not meet the requirements for successful completion of the scenario, the TA may determine that skill enhancement training is warranted. The skill enhancement training may include:

- (a) Classroom instruction, and/or
- (b) Instructional scenarios.

Skill enhancement training shall be followed by a re-evaluation scenario at the same level as that at which the failure occurred.

(4) Developmentals shall be removed from training if they fail to meet the requirements for satisfactory completion of radar-associate training.

e. Radar-Associate Scenario Development. The following situations and procedural items shall be included in the familiarization and instructional scenarios. Other items may be added as deemed appropriate by the TA, based on their applicability in the individual sectors.

(1) Applying Separation Rules (radar and nonradar):

- (a) Crossing, converging, and opposite direction traffic.
- (b) Overtakes.
- (c) Separation from: adjacent airspace, obstructions, and special use airspace.
- (d) Successive arrivals and departures.
- (e) Simultaneous arrivals and departures.
- (f) Arrivals with altitudes inverted.

(2) Communication and Coordination:

- (a) Hearback/readback errors.
- (b) Transfer of control and communications.
- (c) Communication with aircraft through other than direct pilot-controller communication.

- (d) Inter/intra facility coordination.
 - (e) Coordinate restrictions.
 - (f) Verify information.
- (3) Clearances and Control Information:
- (a) IFR clearances.
 - (b) Clearance to alternate airport.
 - (c) VFR/OTP.
 - (d) VFR traffic encountering IFR.
 - (e) Route change in flight.
 - (f) Arrivals and departures.
 - (g) Approaches, including high-altitude IFR approaches.
 - (h) Holding.
 - (i) Transfer of control and communications.
 - (j) Airfiles and VFR popups.
 - (k) Pilot deviations.
 - (l) Request for altitude change at assigned altitude.
- (4) Procedures:
- (a) Interphone procedures.
 - (b) Metering/Flow control.
 - (c) Fuel dumping.
 - (d) Approach control saturation.
 - (e) Special flight operations.
 - (f) Military procedures (e.g., SUA, flight breakups, MARSA, ALTRVs, aerial refueling).
 - (g) Areas of marginal radar coverage.

- (h) Loss of radar requiring the use of nonradar procedures.
- (i) Traffic alert and collision avoidance system (TCAS) resolution advisory.
- (5) Emergencies and Equipment Outages:
 - (a) Loss of communication.
 - (b) Inflight emergencies.
 - (c) Aircraft with minimum fuel.
 - (d) NAS control equipment failures (e.g., communications, NAVAIDs).
 - (e) Inflight equipment malfunctions.
 - (f) Overdue aircraft.
 - (g) Hijacking.
 - (h) Loss of Mode C or transponder failure.
 - (i) Unexpected aircraft performance.
- (6) Weather:
 - (a) Reporting and disseminating weather information.
 - (b) Changes to routes due to weather (e.g., departures, arrivals, en route).
- f.** During the radar-associate simulation stage of training, the developmental will perform the following in accordance with Order 7110.65:
 - (1) Issue clearances using correct phraseology.
 - (2) Forward control information using correct phraseology.
 - (3) Record clearances and control information on strips, using approved symbols and abbreviations.
 - (4) Communicate using radio and interphone procedures.
 - (5) Use effective board management techniques.
 - (6) Demonstrate situational awareness.
 - (7) Obtain information from an aircraft in an emergency and notify the proper facilities.

- (8) Obtain and disseminate weather information.
- (9) Demonstrate knowledge of all applicable letters of agreement.
- (10) Demonstrate knowledge of the assigned area of specialization.
- (11) Give and receive a position relief briefing.

g. Radar-Associate Scenario Difficulty. This section covers the development of radar-associate scenarios. A radar associate must control varying volumes of traffic and resolve situations of varying complexity. Volume level is the basic criterion for scenario development.

(1) **Complexity Factor.** Scenario complexity is based on the number of situations which require a radar-associate controller to apply the various procedures in Order 7110.65, such as separation, making/receiving handoffs, VFR-weather advisories, vectoring, and emergencies.

(2) **Volume Level Criteria.** This element refers to the hourly operations rate.

(a) The hourly operations rate is computed using the following method:

1 Take a sector traffic sample of the busiest 8-hour period during a facility's "busy" day (37th busiest day of year), a facility's "peak" day, and a facility's average day (based on the average traffic during the previous calendar year).

2 Add the number of aircraft handled during each of the three 8-hour periods and divide by 24.

(b) The hourly operations rate calculated using the above method shall be the 100 percent volume level. Other volume levels can be calculated accordingly.

(c) The hourly operations rate at the 100 percent level shall be a minimum of 25.

EXAMPLE:

<u>DAY</u>	<u># OF AIRCRAFT</u>
Busy	240
Peak	320
Average	230

The hourly operations rate would be 790 divided by 24, which equals 33. The 100 percent volume level for this sector is 33.

(3) **Guidelines for Radar-Associate Scenarios.**

(a) Conflict alert shall be deactivated during every other scenario, and during all evaluation scenarios.

- (b) An attempt should be made to develop scenarios that have an even flow of traffic.
- (c) Position relief briefings shall be received and given on all instructional scenarios.

(4) Scenario Program Example. The example in Figure 3 shows how a training program may be designed to fulfill the requirements of this stage.

FIGURE 3. SAMPLE RADAR-ASSOCIATE SIMULATION SCENARIOS

Scenario	Volume (%)	Type
A	70	Familiarization
B	70	Familiarization
C	75	Familiarization
D	75	Familiarization
E	75	Familiarization
1	80	Instructional
2	80	Instructional
3	80	Evaluation-Preparatory
4	80	Instructional
5	80	Evaluation (Pass/Fail)
6	85	Instructional
7	85	Instructional
8	90	Instructional
9	90	Instructional
10	90	Evaluation (Pass/Fail)
11	95	Instructional
12	95	Instructional
13	95	Instructional
14	100	Instructional
15	100	Evaluation (Pass/Fail)

h. User Request Evaluation Tool (URET).

(1) Facilities equipped with URET shall conduct training utilizing URET upon completion of radar-associate simulation training. Each developmental shall complete course 55087, URET Air Traffic Operator's Training. The scenarios contained within this course shall not be evaluated on a pass/fail basis.

(2) Upon completion of the URET training course, site specific radar-associate instructional scenarios using URET shall be administered. These instructional scenarios provide the developmental with the opportunity to practice performing radar-associate ATC duties utilizing URET in a simulated operational environment.

(3) The TA shall determine the number of radar-associate URET instructional scenarios the developmental will complete. Evaluation scenarios shall be administered at regular intervals during the radar-associate URET laboratory segment of training. These evaluations shall be pass/fail.

(a) Example: The TA may require the administration of 15 radar-associate URET instructional scenarios with instructional scenario numbers 12 and 15 as evaluations.

(4) If the developmental does not meet the requirements for successful completion of the scenario, the TA may determine that skill enhancement training is warranted. The skill enhancement training may include:

- (a) Classroom instruction, and/or
- (b) Instructional scenarios.

Skill enhancement training shall be followed by a re-evaluation scenario at the same level as that at which the failure occurred.

(5) Developmentals shall be removed from training if they fail to meet the requirements for satisfactory completion of radar-associate training.

(6) Radar-Associate URET Scenario Development. Facilities shall use the scenario development guidance established in this IPG for the radar-associate scenarios to create URET scenarios. This includes the situations and procedural items and the difficulty guidance (volume and complexity factors). The TA may add other items to the scenarios that are deemed appropriate for the individual sectors.

(7) During the URET Radar-Associate simulation stage of training, the developmental will perform the following :

- (a) Setup and manage URET windows.
- (b) Respond to color coding in Aircraft List (alerts, IAFDOF, UTM, HERT, etc.).
- (c) Utilize and maintain URET flight data management tools (free text area, speed/heading, bookkeeping box, highlighting, etc.).
- (d) Amend flight plan data.
- (e) Investigate and prioritize alerts.
- (f) Effectively use trial planning to test and resolve conflicts.
- (g) Identify and resolve conflicts when conflict probe is deactivated.
- (h) Ensure Preferential Routings have been issued and entered.
- (i) Apply stop probe and host hold.
- (j) Identify status of URET software (flight planning, probe, trial planning, weather).

i. Additional Scenarios.

(1) Following the successful completion of the evaluations and prior to the start of OJT, additional scenarios may be administered for the developmental's initial OJT sector. The number and duration of scenarios will be determined by the TA based on the needs of the area of specialization.

(2) It is recommended that developmentals receive sector-specific scenarios prior to starting OJT on each new sector.

6. NONRADAR/RADAR-ASSOCIATE/RADAR-ASSOCIATE URET SCENARIO GUIDELINES.

The following guidelines are designed to assist in the development of scenarios. The guidelines also provide for standard administrative procedures. All personnel involved in the development of scenarios for use in the National En Route Traffic Training program shall follow these guidelines.

a. Development Guidelines.

(1) Each scenario shall be 60 minutes in duration.

(2) Scenarios shall progress in complexity. It is necessary to complete scenarios at the lowest level of complexity first and progressively work up to the highest.

(3) Scenarios shall reflect the current operations in the area of specialization.

(4) When weather is a factor in the scenario, this shall be indicated in the scenario Instructor Guide and Remote Guide, to ensure that the remote position will have the necessary information.

(5) The instructor shall assist as necessary to keep problem continuity, except during evaluation scenarios.

b. Administrative Guidelines.

(1) The TA will determine the number of scenarios the developmental must complete.

(2) A preparatory evaluation scenario must be administered prior to the first evaluation scenario.

(3) Developmentals cannot be evaluated on any procedures or situations that they have not had experience with in previous scenarios.

(4) The results of the developmental's performance during each scenario shall be recorded on FAA Form 3120-25 and discussed with the developmental (see Appendix 2 of this order for instructions). Forms used during the evaluation scenario shall be retained and filed.

(5) If the developmental does not meet the requirements for successful completion, the provisions of FAPM Letter 330-1 shall be followed.

c. Instructor Guide. An Instructor Guide shall be developed for each control scenario. The purpose of

the guide is to relay instructional intent from the scenario developer to the lab instructor. The guide shall be divided into three sections:

- (1) Information for Instructor. This section describes the scenario content and objectives.
- (2) Instructor Action. This section describes the actions required to accomplish the scenario objectives.
- (3) Developmental Application and Technique. This section lists the information to be provided to the developmental prior to the start of the scenario (e.g., scenario objectives, starting conditions).

d. Remote Guide. A Remote Guide shall be developed for each control scenario. This guide provides the remote controller with instructions essential to the scenario (e.g., remote strips, scenario plus time, next-fix estimates, and initial contact times). Any pertinent remarks, such as when to declare an emergency, the type of emergency and pilot's intentions, altitude requests, destination changes, fuel problems, etc., should be noted in the Remote Guide as well as the Instructor Guide.

7. OJT. Nonradar/Radar-Associate Position Operation. Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job subtasks listed in Appendix 2 of this order.

SECTION 5. STAGE IV: RADAR CONTROLLER TRAINING (Courses 55055 and 55057)

GENERAL: The purpose of this development stage is to qualify the developmental to perform the full range of duties and attain certification on all radar positions of operation in an area of specialization (Course 55055).

This stage is subdivided into three types of training: classroom/situational training, simulation training, and OJT. Portions of this stage of training may be used for specialists who have lost their operational currency or specialists who have transferred from another facility or area of specialization. The TA shall ascertain which portions of this stage will be administered based on the needs of the specialist. Pass/fail criteria shall also apply in this stage of training.

An optional administration of this stage of development (Course 55057) allows for the developmental to attain certification on two radar positions of operation in an area of specialization. After successfully obtaining certification on these two sectors, the developmental shall be required to qualify on all remaining radar-associate/radar sectors within the assigned area of specialization. The developmental shall be required to certify on a radar-associate position before proceeding to the associated radar position. If the developmental is unable to receive OJT on the next available radar position, he/she should be given OJT on the next available radar-associate position. The certification process should be radar associate-radar, radar associate-radar, etc. Certification on the radar-associate position will precede certification on the radar position. (Log as Course 55057.)

PREREQUISITE:	Successful completion of Stage III (Nonradar/Radar-Associate Controller Training).
CLASSROOM/SITUATIONAL TRAINING:	This training is administered using FAA Academy-developed and facility-developed course materials for instruction of ATC procedures. This academic component of training consists of classroom instruction and adequate practice using CBI and/or DYSIM exercises.
SIMULATION TRAINING:	This training consists of DYSIM laboratory time to administer the necessary familiarization, instructional, and evaluation scenarios.
OJT:	After successful completion of classroom training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. CLASSROOM/SITUATIONAL TRAINING.

a. The facility training department shall instruct the following FAA Academy-developed lesson plans for Courses 55055 and 55057:

E-11-1	Fundamentals of Radar
E-11-2	Radar Data Display
E-11-3	Radar Equipment
E-11-4	RDP Message Entry
E-11-5	Beacon Code Assignment
E-11-6	Radar Identification
E-11-7	Radar Handoff and Pointout
E-11-8	Radar Separation and Safety Alerts
E-11-9	Radar Vectoring
E-11-10	Radar Departures and Arrivals
E-11-11	Speed Adjustment
E-11-12	Radar Emergencies
E-11-13	Additional Services
E-11-15	Position Relief Briefing
E-11-17	Radar Controller Scan

b. Radar Qualification Examination.

(1) Prior to entering a simulated radar environment, the developmental shall pass the radar qualification examination obtained from the FAA Academy on a CBI disk. If the developmental does not meet the requirements for successful completion of the examination, the TA may determine that skill enhancement training is warranted.

(2) Skill enhancement training may include:

- (a) Additional classroom instruction, and/or
- (b) CBI training.

(3) If the developmental does not pass the radar qualification examination after additional training, the provisions of FAPM Letter 330-1 shall be followed.

c. Area-Specific Training.

(1) Additional basic skills training shall result in the developmental being able to accomplish the following:

- (a) Locate and identify each radar system serving the assigned area of specialization.
- (b) Describe the radar coverage and any limitation pertaining to the area of specialization and adjacent areas.
- (c) Identify the radio equipment and landlines associated with the radar positions.

- (d) Explain in detail applicable LOAs and any special procedures.
- (2) The TA shall develop an evaluation instrument to assess area-specific knowledge.

2. SIMULATION TRAINING.

a. Familiarization Scenarios. These scenarios should provide a highly interactive instructional environment in which the instructor and developmental will be able to discuss strategies and alternatives related to the performance of air traffic duties. The scenarios should emphasize the importance of effective interaction between the radar controller and other team members.

b. Instructional Scenarios. These scenarios provide the developmental with the opportunity to practice performing radar ATC duties in a simulated operational environment.

c. General Guidelines.

- (1) Given a radar sector in the assigned area of specialization, the developmental will apply ATC procedures in accordance with all applicable directives.
- (2) The developmental shall complete scenarios at a lower level of complexity first and progressively work to the highest.
- (3) The results of the developmental's performance during each scenario shall be recorded on FAA Form 3120-25 and discussed with the developmental (see Appendix 2 of this order). Forms used during evaluation scenarios shall be retained in the developmental's training folder as specified in Chapter 2, Section 4 of this order.
- (4) Scenarios should be 60 minutes in duration.
- (5) The developmental shall be given radar familiarization scenarios on one sector in the assigned area of specialization.
- (6) Instructional scenarios shall be conducted in a two-position sector configuration with the developmental working the radar position. The radar-associate position may be worked by a certified radar controller, a support specialist, a contract training instructor, or an individual who has successfully completed Stage III of training.
- (7) The TA shall determine the number of radar simulation scenarios that the developmental will complete. Periodic evaluation scenarios shall be conducted to determine the developmental's progress through the completion of the instructional scenarios.

Example: The TA may require the administration of 5 familiarization and 15 instructional radar scenarios, with instructional scenario numbers 5, 10, and 15 as evaluation scenarios.
- (8) Evaluation scenarios shall be administered at regular intervals during the instructional scenario segment of training. The evaluations shall be pass/fail.
- (9) A preparatory evaluation scenario shall be administered prior to the first evaluation scenario.

(10) Developmentals cannot be evaluated on any procedures or situations that they have not had experience with in previous scenarios.

(11) The instructor shall assist, as necessary, to keep scenario continuity, except during pass/fail evaluation scenarios.

(12) If the developmental does not meet the requirements for successful completion of the scenario, the TA may determine that skill enhancement training is warranted. This training may include:

- (a) Classroom instruction,
- (b) CBI training, and/or
- (c) Scenarios.

Skill enhancement training will be followed by an evaluation scenario at the same level as the scenario that the developmental did not complete satisfactorily.

(13) If the developmental does not meet the requirements for successful completion after skill enhancement training, the provisions of FAPM Letter 330-1 shall be followed.

d. Guidelines for the Development of Simulation Scenarios.

(1) Complexity Factors. Complexity factors are those situations which require a radar controller to apply the various procedures in Order 7110.65 and other applicable directives (see examples in paragraph 2e below). The number of complexity factors in a scenario shall be increased as the volume level is increased.

(2) Volume Level Criteria. See Section 4, paragraph 5g(2) of this appendix for detailed instructions.

(3) Instructor Guide and Remote Guide. See Section 4, paragraphs 6c and 6d of this appendix for instructions.

(4) Conflict alert shall be deactivated during every other scenario and during all evaluation scenarios.

(5) Scenarios shall include unusual situations and seldom-used procedures.

(6) Scenarios shall reflect the current operations in the developmental's area of specialization.

(7) Position relief briefings shall be received and given on all simulation scenarios.

e. Radar Instructional Scenario Complexity Factors. The following complexity factors (situations and procedural items) should be included in the scenarios based on their applicability in the area of specialization. The TA shall determine which of the following situations and procedural items will be included in the evaluation scenarios.

(1) All radar identification methods and radar termination.

- (2) Vectoring (e.g., to geographical point, to final approach course, for separation, departures, off route, around weather, no-gyro, flight breakup, sequencing).
- (3) Departures and arrivals simultaneously in sector.
- (4) Separation (e.g., overtaking situations; crossing, converging, and opposite direction traffic; from adjacent airspace, obstructions, and special use airspace; primary to primary, beacon to beacon, and beacon to primary; radar and nonradar).
- (5) Request to VFR/OTP.
- (6) Request control from adjacent controller.
- (7) Release control to adjacent controller.
- (8) Service to VFR aircraft (e.g., encountering IFR, providing advisories).
- (9) Cancellation of IFR.
- (10) Inflight emergency.
- (11) Special flight operations.
- (12) Aircraft with minimum fuel and fuel dumping.
- (13) Aircraft equipment failures (e.g., communications, navigation equipment, Mode C, and/or transponder failure).
- (14) Request for altitude change.
- (15) Successive arrivals and departures.
- (16) Approach control saturation.
- (17) Arrivals with altitudes inverted.
- (18) Military procedures (e.g., change in destination, aerial refueling, ALTRVs, formation flights, MARSAs, high-altitude penetration, IFR military training routes (IRs) and VFR military training routes (VRs), etc.).
- (19) Weather (e.g., route change in flight, change in departure/arrival route, deviations, below minimums requiring missed approach and holding, etc.).
- (20) Communicating with aircraft through other than direct pilot-controller communication.
- (21) Marginal radar coverage.
- (22) Loss of radar requiring the use of nonradar procedures.

- (23) Control equipment failures (e.g., NAVAIDs, radar, communications).
- (24) Handoffs and pointouts (e.g., sector to sector, facility to facility, in relation to preceding flights, etc.).
- (25) Refusal, noncompliance, and/or nonreceipt of clearance, unexpected aircraft performances, erroneous readbacks, etc.
- (26) Holding (e.g., implementing and recovering from holding procedures; loss of communications; alternate airport; minimum fuel; reidentifying aircraft).
- (27) Clearances (e.g., IFR, approaches, to alternate airport, etc.).
- (28) Obtaining and disseminating weather information.
- (29) Application of approach control procedures and/or services (e.g., arrival and departure, simultaneous and successive).
- (30) Hijack.
- (31) Airfiles and popups.
- (32) Air Evac or Air Ambulance (Lifeguard).
- (33) Overdue aircraft.
- (34) TCAS resolution advisory.
- (35) NOTAMs.
- (36) Other (specify).

f. Scenario Program Example. Figure 4 shows an example of how a training program may be designed to fulfill the requirements listed above.

FIGURE 4. SAMPLE RADAR SIMULATION SCENARIOS

Scenario	Volume (%)	Type
A	70	Familiarization
B	70	Familiarization
C	75	Familiarization
D	75	Familiarization
E	75	Familiarization
1	80	Instructional
2	80	Instructional
3	80	Evaluation-Preparatory
4	80	Instructional
5	80	Evaluation (Pass/Fail)
6	85	Instructional
7	85	Instructional
8	90	Instructional
9	90	Instructional
10	90	Evaluation (Pass/Fail)
11	95	Instructional
12	95	Instructional
13	95	Instructional
14	100	Instructional
15	100	Evaluation (Pass/Fail)

g. Additional Scenarios.

(1) Following successful completion of the evaluations and prior to the start of OJT, additional control scenarios may be administered on each sector in the developmental's area of specialization. These scenarios are intended to introduce the developmental to sector-specific operations and traffic flows.

(2) The scenarios will provide a highly interactive instructional environment in which the instructor and developmental will be able to discuss strategies and alternatives.

(3) The number of scenarios will be determined by the TA based on the needs of the area of specialization.

(4) Control scenarios may use combined sector and position configurations.

3. OJT.

a. Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job subtasks described in Appendix 2 of this order.

b. Developmentals shall receive a minimum of 1 hour of instruction on the primary backup system prior to certification on the first radar sector. (The type and method of training will be determined by the facility ATM and will be coordinated with the appropriate bargaining unit at the local level.)

APPENDIX 5

FLIGHT SERVICE STATION INSTRUCTIONAL PROGRAM GUIDE

SECTION 1. INTRODUCTION

This IPG includes information about the following three components of FSS qualification and certification training:

- I. FAA Academy Training.**
- II. Automated Flight Service Station (AFSS) Training.**
- III. FSS Training.**

Target hours for the completion of each operational position shall be assigned according to the facility training directive. OJT shall be assigned as specified in Chapter 3 of this order. Additional OJT, skill enhancement training, and other forms of training may be recommended by the individual's training team, as necessary, to provide the individual with every opportunity for success.

Performance and certification skill checks shall be performed and documented as specified in Chapter 3 of this order.

SECTION 2. I. FAA ACADEMY TRAINING**SECTION 2A. AIR TRAFFIC BASICS (FLIGHT SERVICE)
(Course 50243)**

GENERAL: This course is designed for newly hired individuals with no air traffic experience, or for non-air traffic FAA employees selected for the air traffic option. It provides the necessary aviation/air traffic fundamental knowledge needed to prepare the students to begin training in their specific air traffic option.

PREREQUISITE: Entry qualifications as established by OPM.

LOCATION: FAA Academy.

TRAINING LENGTH: 25 days/200 hours.

ADMINISTRATION: Training is administered in a classroom/laboratory environment utilizing FAA Academy-prepared instructional materials and includes Introduction to the ATC System, Publications, Federal Aviation Regulations, Principles of Aerodynamics, Aircraft Types and Characteristics, Fundamentals of Navigation, Pilot's Environment, Flight Assistance and Emergencies, Special Operations, Wake Turbulence, Weather, and Communications. Instruction is carried out through classroom lecture accompanied by graphics and video. Group discussions and exercises with limited hands-on practice and demonstrations are provided. The student is evaluated using block tests, final comprehensive test.

TRAINING CONTENTS: The course covers 12 areas of instruction contained in 32 lessons.

1. BLOCK 1: INTRODUCTION TO THE ATC SYSTEM (32 hours)

a. The purpose of this block is to provide an orientation to the FAA organization, Air Traffic Service, and the FAA Academy.

b. Covers the functions, elements, and types of services, facilities, and key concepts that comprise the Air Traffic Control System.

(1) BLOCK 2: PUBLICATIONS (29 hours)

a. Covers the purpose of basic FAA orders and manuals.

b. Covers the purpose and content of VFR/IFR charts and publications and teaches students how to read them for navigational purposes.

3. BLOCK 3: FEDERAL AVIATION REGULATIONS (7 hours)

Covers the primary Federal rules and regulations that apply to Air Traffic Control.

4. BLOCK 4: PRINCIPLES OF AERODYNAMICS (4 hour).

Covers the fundamental principles of flight, including airfoils, relative wind, the four forces acting on an aircraft in flight, the interrelationships of those forces, and lift factors.

(1) BLOCK 5: AIRCRAFT TYPES AND CHARACTERISTICS (7 hours)

Covers the basics of aircraft identification for Air Traffic Control.

6. BLOCK 6: FUNDAMENTALS OF NAVIGATION (16 hours)

Covers the principles and methods of navigation as well as the equipment used.

7. BLOCK 7: PILOT ENVIRONMENT (5 hours)

Covers the instrumentation and systems used by a pilot to navigate and control the aircraft.

8. BLOCK 8: FLIGHT ASSISTANCE AND EMERGENCIES (9 hours).

a. Covers situations requiring special handling or services

b. The difference between flight assistance and emergencies is discussed along with the different levels and types of emergencies.

c. The purpose and function of the National Search and Rescue Plan are also presented.

9. BLOCK 9: SPECIAL OPERATIONS (2 hours)

Covers the most common types of flights that require unusual or special handling such as Presidential aircraft, military operations, and medical flights.

10. BLOCK 10: WAKE TURBULENCE (3 hours)

Covers the causes and effects of wake turbulence.

11. BLOCK 11: WEATHER (39 hours)

- a. Covers the fundamentals of weather.
- b. Includes weather basics, hazardous effects of selected weather phenomena on flight, and the purpose of weather products that are significant to aviation.
- c. Includes how to read and understand these weather products.

12. BLOCK 12: COMMUNICATIONS (18 hours).

Covers the air traffic communication process including formatting of authorized communications, phraseology, and control symbology.

13. BLOCK 13: EVALUATION

a. Student proficiency is measured through a variety of methods; Academic progress is assessed through the use of end-of-lesson tests and four academic block tests covering the following blocks:

- (1) Block Test I – Lessons 1, 3 thru 8
- (2) Block Test II – Lessons 9 thru 15
- (3) Block Test III – Lessons 16 thru 22
- (4) Block Test IV – Lessons 23 thru 29

b. A final comprehensive test is given at the end of all blocks of instruction. The score from this test determines the course score.

SECTION 2B. FLIGHT SERVICE INITIAL TRAINING (Course 50244)

GENERAL: This course is initial training for individuals selected for the flight service options. It is designed for students who have completed Course 50243, controllers transferring from either the terminal or en route option, or facility rated military controllers. It provides the necessary flight service and weather knowledge to prepare the student to begin on-the-job training at a field flight service station.

PREREQUISITE: Successful completion of Course 50043, 50143, or 50243
or
Successful completion of Stage 1 training for en route or terminal option
or
Full performance level rating from a military air traffic control facility and approval by Controller-Training Division.
or
Approval by Controller-Training Division;
and
Course 57511, LAWRS;

LOCATION: FAA Academy.

TRAINING LENGTH: 52 days/416 hours.

ADMINISTRATION: Training is administered in a classroom/laboratory environment utilizing FAA Academy-prepared instructional materials. Training is specific and fast-paced, and includes integrated communications switching, MIFC, flight data, search and rescue, weather observations, weather analysis, weather radar and weather satellite data interpretation, broadcast, aircraft orientation, inflight, and preflight. Training is focused on performance through job-simulation exercises during laboratory sessions. After successful completion of FAA Academy training, the developmental is qualified to begin OJT. This course is pass/fail. An overall score of 70 percent is required to pass this course. Although not required to pass this course, there are three NWS certification exams and the MIFC keyword examination that must be passed prior to beginning OJT. If these examinations are not passed while at the Academy, they must be retaken in the field until they are passed.

TRAINING CONTENTS: This course contains 13 blocks of instruction.

1. BLOCK 1: INDOCTRINATION (12 hours).

a. The purpose of this block is to provide ATCSs with an orientation to the FAA organization, Air Traffic Service, and the FAA Academy.

b. Topics presented include human relations, FAA Academy rules and procedures, the flight service mission and training requirements, and career progression.

2. BLOCK 2: ICSS (4 hour).

a. This block of instruction demonstrates the generic features of the ICSS and operating procedures of the Direct Access and Indirect Access keypads. It is intended to enable the student to function in the lab. The developmental is required to successfully complete the appropriate ICSS specialist course that corresponds with their facility equipment prior to beginning OJT.

b. Limited hands-on practice and demonstrations are provided.

3. BLOCK 3: M1FC INTRODUCTION (4 hours). This block furnishes the fundamental knowledge of system components and their operation.

a. The Academy uses a PC-based computer system to emulate M1FC functions. The display is identical to M1FC in all respects, but there are differences in the keyboard. The keyboard has been modified to emulate the M1FC keyboard by replacing the key caps with the same keys as M1FC, but there are no function keys. The students are taught to type in the keywords rather than use function keys. Students will require additional M1FC function key training at the facility prior to beginning OJT.

b. M1FC keywords are taught throughout the course in the block of instruction to which they apply. The M1FC examination is given at the end of the course to verify student knowledge of the keywords. The student is required to pass this test prior to beginning OJT. If the student does not pass this test at the Academy, it must be retaken at the facility until it is passed.

4. BLOCK 4: FLIGHT DATA (32 hours classroom, 14 lab).

a. Students are provided with the training and skills to process and modify flight plans and transmit and edit flight movement messages.

b. Specific instruction is given in IFR charts, flight plan processing, flight plan handling, and Service B edit procedures. Hands-on training is provided through practice and laboratory exercises.

5. BLOCK 5: WEATHER ANALYSIS (100 hours classroom, 28 lab).

a. In this block of instruction, students are taught the fundamentals of weather needed to provide effective pilot weather briefings.

b. Instruction is given in weather basics, weather products, and the hazardous effects on flight of certain weather phenomena.

c. Upon completion of this block, students are given the NWS pilot weather briefing certification examination.

6. BLOCK 6: SERVICE A/B FUNCTIONS (18 hours).

a. This block of instruction furnishes training to retrieve weather information necessary for pilot weather briefings, including encoding and decoding of location identifiers, processing of NOTAM information, and surface weather observations.

b. Hands-on training is given through practice and laboratory exercises.

7. BLOCK 7: BROADCAST (8 hours classroom, 6 lab)

a. This block covers data analysis, format, and the recording procedures used for making Unscheduled Broadcasts, TWEBs, and HIWAS Broadcasts.

b. Hands-on training is provided through practice and laboratory exercises.

8. BLOCK 8: SEARCH AND RESCUE (14 hours classroom, 10 lab).

a. This block provides students with training in the procedures and responsibilities for reporting and searching for missing/overdue aircraft and the rescue of aircrew and passengers.

b. Hands-on training is provided through practice and laboratory exercises involving simulated missing/overdue aircraft scenarios.

9. BLOCK 9: AIRCRAFT ORIENTATION (24 hours classroom, 20 lab).

a. This block of instruction contains background information on orientation procedures. The student is introduced to operating principles of the NDB and VOR equipment. The student is taught phraseology used during an orientation.

b. Hands-on training is provided through practice and laboratory exercises.

10. BLOCK 10: WEATHER RADAR (12 hours).

a. This block introduces students to the fundamentals of weather radar.

b. Topics include the NWS radar network, types of radars, components of the radar, characteristics of the radar beam, and interpretation of radar reports, charts, and the WSR-88D display.

c. Upon completion of this block, students are given the NWS weather radar certification examination.

11. BLOCK 11: PREFLIGHT (16 hours classroom, 22 lab).

a. Students are trained in the fundamentals of the three types of pilot weather briefings, logging the briefings, and providing TIBS.

b. Hands-on training is provided through the use of practice and laboratory exercises.

12. BLOCK 12: INFLIGHT (22 hours classroom, 20 lab).

- a. This block provides procedures for soliciting and disseminating PIREPs, requesting and relaying ATC instructions, handling emergency inflight operations, and providing inflight services.
- b. Hands-on training is provided through practice and laboratory exercises.

13. BLOCK 13: WEATHER SATELLITE (24 hours).

- a. This block of instruction provides training in the interpretation of satellite photos. Emphasis is placed on the various cloud features that identify the locations, including altitude, of aviation weather hazards. Exercises are included for hands-on training.
- b. Upon completion of this training, students are given the Weather Satellite Certification Examination (2 hours).

14. EVALUATION.

- a. Student proficiency is measured through a variety of methods. In addition to the certification examination, academic progress is assessed through the use of end-of-lesson tests and three academic block tests covering the following areas:

- Block Test I: Blocks 2-4, 6-8.
- Block Test II: Blocks 7, 9, 11-12.
- Pilot Weather Briefer Certification Exam-Block 5.
- Weather Radar Certification Exam-Block 10.
- Weather Satellite Data Interpretation Exam-Block 13.
- M1FC Keyword Examination-Block 3-4, 6-8.

- b. Laboratory exercises to evaluate performance skills are scheduled at the end of Blocks 4, 5, 7, 8, 9, 11, and 12.

SECTION 3. STAGE II. AUTOMATED FLIGHT SERVICE STATION FACILITY QUALIFICATION/CERTIFICATION TRAINING

OVERVIEW: Automated Flight Service Facility Qualification/Certification Training is comprised of several courses that are administered at the field facilities. Each course is described in detail on the following pages. Some courses may not apply to all AFSSs. Model-1-equipped facilities using AISR for backup equipment shall include AISR equipment training.

AFSS AREA KNOWLEDGE (Course 55239): Provides the developmental with knowledge specific to the assigned facility necessary to begin position qualification training in an AFSS.

AFSS WEATHER OBSERVER (Course 55240): Provides OJT for position qualification and certification to perform weather observer duties.

AFSS FLIGHT DATA/EDIT (Course 55242): Provides OJT for position qualification and certification to perform flight data duties.

AFSS NOTAM (Course 55243): Provides OJT for position qualification and certification to perform NOTAM duties.

AFSS PREFLIGHT (Course 55244): Provides OJT for position qualification and certification to perform preflight duties.

AFSS BROADCAST (Course 55241): Provides OJT for position qualification and certification to perform broadcast duties.

AFSS INFLIGHT (Course 55245): Provides OJT for position qualification and certification to perform inflight duties.

AFSS COORDINATOR (Course 55246): Provides OJT for position qualification and certification to perform coordinator duties.

NOTE: AFSS EN ROUTE FLIGHT ADVISORY SERVICE (EFAS) (Course 55247): Provides OJT for position qualification and certification to perform EFAS duties. This course is available but not required for facility certification.

SECTION 3A. AFSS AREA KNOWLEDGE (Course 55239)

GENERAL: The purpose of this development stage of training is to provide the developmental with knowledge necessary to begin position qualification training. This section provides knowledge unique to each FSS.

PREREQUISITE: Successful completion of Section 2. FAA Academy Training or previous FSS certification. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the end of this section of training and any required equipment training, the developmental shall be qualified to begin position qualification training.

TRAINING LENGTH: The Area Knowledge section shall be completed within the following limitations: developmentals assigned to an AFSS from outside the proposed consolidated Flight Plan Area (FPA) and developmentals assigned to an AFSS from within the FPA shall be allotted hours contained in the facility's training directive.

Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training shall be administered in a classroom environment using facility-developed training materials. The ATM or his/her designee shall administer the training. Answer keys shall be developed for all written tests.

This section of training is administered on a pass/fail basis. The developmental shall complete the:

1. Open-book examination, using all available references, with a minimum score of 90 percent.
2. Closed-book examination, without references, with a minimum score of 70 percent.

The facility shall develop a standard Area Knowledge package for its respective FPA. The Area Knowledge package will be divided into two sections, an "open-book" and a "closed-book" portion, and at the discretion of the ATM may consist of drawing maps, written tests, or both.

1. EXAMINATIONS.

a. Open Book. The open-book portion will require a general working knowledge and can include, but is not limited to, the following subjects with associated point values assigned.

- (1) Public use (non-major) airports in the FPA.
- (2) Airways in the FPA.
- (3) ARTCC/approach control sector boundaries in the FPA.
- (4) General knowledge of adjacent FPAs.
- (5) Use of aeronautical charts and publications.
- (6) Interphone line structure in the FPA.
- (7) Knowledge unique to the FPA.
- (8) Military training route (MTR)/military operations area (MOA) structure in the FPA.

b. Closed Book. The closed-book portion will require a detailed knowledge and can include, but is not limited to, the following subjects with associated point values assigned.

- (1) Major airports (as determined by ATM).
- (2) VOR/VORTAC locations and identifiers (not frequencies) in the FPA.
- (3) ARTCC boundaries in the FPA (not sectors).
- (4) FSS Remote Communications Outlet (RCO) locations in and adjacent to the FPA.
- (5) Weather radar locations in and adjacent to the FPA.
- (6) Restricted areas in the FPA.
- (7) Prominent terrain features in the FPA (as determined by ATM).
- (8) Weather patterns applicable or unique to the FPA (as determined by ATM).
- (9) Airports with an instrument approach in the FPA.
- (10) EFAS outlets controlled by the AFSS Flight Watch Control Station (FWCS) and those outlets in the FPA controlled by other FWCSs.
- (11) Facility directives and LOAs.
- (12) AFSS RCO locations adjacent to the FPA.
- (13) Knowledge of ATC radar coverage in the FPA.
- (14) Control tower and/or Class B, C, or D information.

2. GUIDELINES FOR DEVELOPING THE AREA KNOWLEDGE PACKAGE. The Area Knowledge Guidelines are items that can be added to or deleted from, depending on the facility needs.

a. Landing Areas.

- (1) City and airport name.
- (2) Location (mileage and direction).
- (3) Airport identifier.
- (4) Longest runway, facilities, and fuel.
- (5) Airports restricted to light aircraft due to length of runways, conditions, etc.
- (6) Elevation and remarks.
- (7) Jet arresting barriers.
 - (a) Type.
 - (b) Runway.
- (8) Designated jet instrument runway.
- (9) Runway restrictions (weight, etc.).
- (10) Civilian open to transient military aircraft.
- (11) Military open to civil aircraft.
 - (a) Method of obtaining approval.
 - (b) Method of obtaining arrival/departure information.
- (12) Visual Approach Slope Indicator (VASI) or Precision Approach Path Indicator (PAPI).
- (13) UNICOM.
 - (a) Airports.
 - (b) Frequency.
- (14) Two-way radio requirement.

- (15) Check for overdue aircraft.
 - (a) Whom to contact.
 - (b) Method of contacting.

b. NAVAIDS.

- (1) VOR/VORTAC/DME.
 - (a) Location.
 - (b) Class.
 - (c) Identifier.
 - (d) Frequency.
 - (e) Unusable radials.
 - (f) Usable distance.
 - 1 Low VOR (L-VOR).
 - 2 Medium VOR (M-VOR).
 - 3 High VOR (H-VOR).
 - (g) Monitoring responsibilities.
 - (h) Issuing NOTAMs.
- (2) Non-directional beacons.
 - (a) Location.
 - (b) Class.
 - (c) Identifier.
 - (d) Frequency.
 - (e) Usable distance.
 - (f) Monitoring responsibilities.
 - (g) Issuing NOTAMs.

- (3) Radar.
 - (a) FAA facilities.
 - (b) RAPCON.
 - (c) RATCF.
 - (d) IFR arrival/departure.
 - 1 Location.
 - 2 Primary frequency.
 - (e) Available services.
 - 1 Basic radar.
 - 2 Terminal radar service area (TRSA).
 - 3 Class C.
 - 4 Class B.
 - 5 Surveillance approach/precision procedures.
- (4) Instrument landing systems.
- (5) Direction finding, location, and controlling facility.
- c. Airways and airspace data.
 - (1) Airway identification.
 - (2) Radials.
 - (3) Minimum altitudes.
 - (a) MEA.
 - (b) MCA.
 - (c) MRA.
 - (4) Mileages.
 - (5) Classification of airspace within the FPA.
 - (6) Preferred routes.

- d. Topography and weather.
 - (1) Topography (use legend on sectional charts).
 - (a) Cities and towns.
 - (b) Highways and roads.
 - (c) Relief (terrain).
 - (d) Hydrographic features.
 - (e) Miscellaneous.
 - (2) Weather.
 - (a) Types of observations.
 - 1 Radiosonde.
 - 2 Hourly.
 - 3 Supplemental.
 - (b) Terrain affecting local weather.
 - 1 Mountains and mountain passes.
 - 2 Rivers.
 - 3 Valleys.
 - (c) Area factors contributing to formation of:
 - 1 Fog.
 - 2 Frontal weather.
 - 3 Thunderstorms.
 - 4 Turbulence.
 - 5 Winds.

- (d) Forecast availability.
 - 1 Area.
 - (aa) Forecast center.
 - (bb) Times of issuance.
 - 2 Terminal.
 - (aa) Forecast center.
 - (bb) Terminal locations.
 - (cc) Times of issuance.
 - 3 Winds aloft.
 - (aa) Forecast center.
 - (bb) Terminal locations.
 - (cc) Times of issuance.
 - 4 Inflight weather advisories.
- e. Frequencies and services.
 - (1) FSSs (specific to FPA).
 - (a) Standard transmitting and receiving frequencies.
 - (b) Recorded weather information.
 - (c) RCOs.
 - 1 Locations.
 - (aa) High-altitude outlets.
 - (bb) Low-altitude outlets.
 - 2 Frequencies.
 - (d) EFAS.
 - 1 Locations.
 - (aa) High-altitude outlets.
 - (bb) Low-altitude outlets.

- 2 Frequencies.
 - (e) Local Airport Advisory Service, Remote Airport Advisory Service, Remote Airport Information Service.
 - 1 Location.
 - 2 Established frequencies.
 - (2) ATCTs, TRACONs, Air Force RAPCONs, and Navy RATCFs.
 - (a) Primary VHF local control frequency.
 - (b) Primary military VHF frequency.
 - (c) Primary military UHF frequency.
 - (d) Nonstandard guarding frequency.
 - (3) ARTCCs.
 - (4) Pilot-to-forecaster service—military.
 - (a) Location.
 - (b) Method of obtaining.
 - (c) Frequencies used.
- f. Air traffic control procedures.
 - (1) Air traffic clearances.
 - (a) ARTCC.
 - 1 Method of obtaining.
 - 2 Method of delivering.
 - (b) Tower and/or approach control.
 - 1 When required.
 - 2 Relay to pilot.
 - (2) Instrument approach procedures.
 - (a) ILS.
 - (b) Automatic direction finder (ADF).
 - (c) VOR.
 - (d) Others.

(3) SIDs/STARs.

g. Airspace restrictions and special military operations.

(1) Restricted, prohibited, warning, and caution areas.

- (a) Number.
- (b) Name.
- (c) Altitude.
- (d) Time.
- (e) Appropriate authority.

(2) Parachute jumping areas.

- (a) Location.
- (b) Altitudes

(3) MOAs.

- (a) Name or number.
- (b) Altitudes.
- (c) Hours of operation.

(4) Military aerial refueling tracks.

- (a) Nickname.
- (b) Flight levels.

(5) Controlled firing areas.

- (a) Location.
- (b) Altitudes affected.

(6) Military training routes.

- (a) Identification.
- (b) Altitudes affected.
- (c) Airway crossing location.

- (7) Joint use/military climb corridor restricted areas.
 - (a) Location.
 - (b) Controlling agency.
- (8) VFR traffic advisories by USAF (locations where available).

h. Local procedures.

- (1) Government offices.
 - (a) FAA.
 - (b) Military.
 - (c) Weather Bureau.
 - (d) Forest Service.
 - (e) Others (specify).
- (2) Airports.
 - (a) Manager.
 - (b) Method of contacting.
- (3) Airlines.
 - (a) Name(s).
 - (b) Method of contacting.
- (4) Communication service.
- (5) Radio equipment.
 - (a) Main receivers.
 - (b) Standby receivers.
 - (c) Main transmitters.
 - (d) Standby transmitters.

- (6) VOR Receiver Checkpoint.
 - (a) Location.
 - (b) Frequency.
 - (c) Identification.
 - (d) Location of checkpoint.
 - (e) Altitude (if pertinent).
- (7) Rescue Coordination Center (RCC).
 - (a) Location.
 - (b) Method of contacting.
- i. Emergency service/search and rescue resources.
 - (1) Participating agencies/facilities/offices.
 - (a) FAA (location; when and how to contact).
 - 1 FSSs.
 - 2 ARTCCs.
 - 3 ATCTs.
 - 4 Others (specify).
 - (b) Military agencies (location; when and how to contact).
 - 1 Air Force.
 - 2 Army.
 - 3 Navy.
 - 4 Marines.
 - 5 Coast Guard.
 - 6 National Guard.
 - (c) Civilian government, other than FAA (location; when and how to contact).

- 1 Federal.
 - (aa) Forest Service.
 - (bb) Federal Communications Commission.
 - (cc) Federal Bureau of Investigation.
 - (dd) Bureau of Customs and Border Protection.
 - (ee) Others (specify).
- 2 State.
 - (aa) Police.
 - (bb) Aeronautical agencies.
 - (cc) Others (specify).
- 3 City.
 - (aa) Police.
 - (bb) Fire departments.
 - (cc) Others (specify).
- 4 County.
 - (aa) Sheriff.
 - (bb) Others (specify).
- (d) Others.
 - 1 Civil Air Patrol.
 - 2 Pilots and fixed-base operators (FBOs).
 - 3 Airlines.
 - 4 Airport management.
 - 5 Telephone operators.
 - 6 Ambulance service.
 - 7 Others (specify).

- (2) Aids used for aircraft orientation.
 - (a) VOR.
 - 1 Location.
 - 2 Frequency.
 - 3 Restrictions on use (hours of operation, unusable radials, etc.).
 - (b) Radar (location; when and how to request service).
 - 1 Precision approach radar (PAR).
 - 2 Airport surveillance radar (ASR).
 - 3 Air route surveillance radar (ARSR).
 - (c) Non-directional beacons.
 - 1 Location.
 - 2 Frequency.
 - 3 Restrictions on use.
 - 4 Recommended orientation method.
 - (d) Others (specify).
- (3) Additional assistance available.
 - (a) Search and rescue control center.
 - 1 Ground/water rescue.
 - 2 Leading aircraft service.
 - (b) Escort service.
 - (c) Fire fighting.
 - (d) Law enforcement.
 - (e) Medical.
 - (f) Others (specify).

SECTION 3B. AFSS WEATHER OBSERVER (Course 55240)

GENERAL: The purpose of this development stage of training is to qualify and certify the developmental for weather observer position duties at the assigned facility.

The NWS Weather Observer Examination is taken at the end of Course 57511, LAWRS. A score below 80 percent will require retesting at the facility within the allotted training hours. The developmental may start OJT prior to passing the NWS Weather Observer Examination.

The developmental is now ready for OJT on the facility weather observer position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 3A (AFSS Area Knowledge) and Course 57511, LAWRS. Additional prerequisites may be established by the ATM and shall be identified in the facility training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all weather observer position duties at the facility.

TRAINING LENGTH: Weather observer position qualification/certification shall be completed in accordance with the facility training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

Satisfactory completion of the weather observer position training is accomplished when the developmental has been certified by both the NWS and the ATM (or his/her designee).

This section of training is administered on a pass/fail basis.

SECTION 3C. AFSS FLIGHT DATA/EDIT (Course 55242)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for flight data position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of a flight data position under simulated conditions.

The developmental is now ready for OJT on the facility flight data position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 3A (AFSS Area Knowledge), Model 1 AFSS Specialist Training (Course 55034 or FAA Academy equivalent), and either Course 55234 or Course 55236. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all flight data position duties at the assigned facility.

TRAINING LENGTH: Flight data position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

This section of training is administered on a pass/fail basis.

SECTION 3D. AFSS NOTAM (Course 55243)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for the NOTAM position duties at the assigned facility.

FAA Academy training provided the developmental with a basic knowledge of NOTAM responsibilities under simulated conditions.

The developmental is now ready for OJT on the facility NOTAM position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 3A (AFSS Area Knowledge), Model 1 AFSS Specialist Training (Course 55034 or FAA Academy equivalent), and either Course 55234 or Course 55236. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform NOTAM position duties.

TRAINING LENGTH: NOTAM position qualification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

This section of training is administered on a pass/fail basis.

SECTION 3E. AFSS PREFLIGHT (Course 55244)

GENERAL: The purpose of this development stage of training is to qualify and certify the developmental for preflight position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of a preflight position under simulated conditions.

The developmental has been given the NWS Pilot Weather Briefing Certification Examination at the FAA Academy. A score of 70 percent or better is required on this examination. Failure to achieve a passing score will require retesting at the facility within the allotted training hours. The developmental may start OJT prior to passing the NWS Pilot Weather Briefing Certification Examination.

The developmental is now ready for OJT on the facility preflight position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 3A (AFSS Area Knowledge), Model 1 AFSS Specialist Training (Course 55034 or FAA Academy equivalent), and either Course 55234 or Course 55236. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all preflight position duties at the assigned facility.

TRAINING LENGTH: Preflight position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

Satisfactory completion of the preflight training is accomplished when both the Weather Service Evaluation Officer (WSEO) and the ATM (or his/her designee) has certified the developmental. The WSEO evaluation shall be completed prior to the facility qualification/certification.

This section of training is administered on a pass/fail basis.

SECTION 3F. AFSS BROADCAST (Course 55241)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for broadcast position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of a broadcast position under simulated conditions.

The developmental is now ready for OJT on the facility broadcast position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 3A (AFSS Area Knowledge), Model 1 AFSS Specialist Training (Course 55034 or FAA Academy equivalent), and either Course 55234 or Course 55236. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all broadcast position duties at the assigned facility.

TRAINING LENGTH: Broadcast position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

This section of training is administered on a pass/fail basis.

SECTION 3G. AFSS INFLIGHT (Course 55245)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for inflight position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of an inflight position under simulated conditions.

The developmental is now ready for OJT on the facility inflight position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 3A (AFSS Area Knowledge), Model 1 AFSS Specialist Training (Course 55034 or FAA Academy equivalent), and either Course 55234 or Course 55236. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all inflight position duties at the assigned facility.

TRAINING LENGTH: Inflight position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

The developmental shall demonstrate lost aircraft orientation procedures before being certified on the inflight position. A minimum of one satisfactory orientation for each available resource—VOR and ADF—is required. If the facility is equipped with direction finder equipment, training shall be provided on the operation of this equipment and the student shall demonstrate proficiency by completing a minimum of one satisfactory orientation on the equipment.

Certification cannot be completed in this section prior to certification in Section 3E (Preflight).

This section of training is administered on a pass/fail basis.

SECTION 3H. AFSS COORDINATOR (Course 55246)

GENERAL: Though not part of Course 50244, the coordinator field training and evaluation guidelines have been incorporated in this order for FSS evaluation standardization.

Each facility's training directive should include the coordinator position where applicable.

Facilities that have identified the need for the coordinator position shall provide training and assign those duties in accordance with local facility directives.

The coordinator position may be combined with other position(s) in accordance with facility directives.

PREREQUISITE: Successful completion of Section 3A (AFSS Area Knowledge) and certification on all operational positions except EFAS at the assigned facility. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the specialist shall be certified to perform all coordinator position duties at the assigned facility.

TRAINING LENGTH: Coordinator position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the specialist to training.

The coordinator duties and requirements are outlined in local facility directives.

This section of training is administered on a pass/fail basis.

SECTION 3I. AFSS EN ROUTE FLIGHT ADVISORY SERVICE (EFAS) (Course 55247)

GENERAL: Though not part of Course 50244, the EFAS field training and evaluation guidelines have been incorporated in this order for evaluation standardization.

The facility training directive at each facility should include an EFAS position where applicable.

The purpose of this section of training is to qualify and certify the specialist for EFAS position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of an EFAS position under simulated conditions.

The specialist is now ready for OJT on the facility EFAS position under actual conditions.

PREREQUISITE: Two years experience as an FPL and completion of Course 50201 (EFAS). Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the specialist shall be certified to perform all EFAS position duties at the assigned facility.

TRAINING LENGTH: EFAS position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the specialist to training.

Specific FSSs have been designed as FWCSs.

These EFAS duties and requirements are outlined in Orders 7110.10 and 7210.3.

This section of training is administered on a pass/fail basis.

SECTION 4. STAGE III. FLIGHT SERVICE STATION FACILITY QUALIFICATION/CERTIFICATION TRAINING

OVERVIEW: Facility Qualification/Certification Training is comprised of several courses that are administered at the field facilities. Each course is described in detail on the following pages.

AREA KNOWLEDGE (Course 55225): Provides the developmental with knowledge necessary to begin position qualification training.

WEATHER OBSERVER (Course 55226): Provides OJT for position qualification and certification to perform weather observation duties.

BROADCAST (Course 55228): Provides OJT for position qualification and certification to perform broadcast duties.

FLIGHT DATA (Course 55229): Provides OJT for position qualification and certification to perform flight data and NOTAM duties.

PREFLIGHT (Course 55230): Provides OJT for position qualification and certification to perform preflight duties.

INFLIGHT (Course 55231): Provides OJT for position qualification and certification to perform inflight duties.

NOTES: Some courses may not apply to all FSSs. Facility training hours for each position shall be indicated in the local facility training directive. The time allocated to each position is for that position only and shall not be transferred.

SECTION 4A. AREA KNOWLEDGE (Course 55225)

GENERAL: The purpose of this development stage of training is to provide the developmental with knowledge necessary to begin position qualification training. This course provides knowledge unique to each FSS.

PREREQUISITE: Satisfactory completion of Section 2. FAA Academy Training or previous FSS certification. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the end of this section of training and required equipment training, the developmental shall be qualified to begin position qualification training.

TRAINING LENGTH: The Area Knowledge course shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training shall be administered in a classroom environment using facility-developed training materials. The ATM or his/her designee shall administer the training.

This section of training is administered on a pass/fail basis. The developmental shall complete the:

1. Open-book examination, using all available references, with a minimum score of 90 percent.
2. Closed-book examination, without references, with a minimum score of 70 percent.

The facility shall develop a standard Area Knowledge package for its respective FPA. The Area Knowledge package will be divided into two phases, an "open-book" and a "closed-book" portion, and at the discretion of the ATM may consist of drawing maps, written tests, or both.

1. EXAMINATIONS.

a. Open Book. The open-book portion will require a general working knowledge and can include, but is not limited to, the following subjects with associated point values assigned.

- (1) Public use (non-major) airports in the FPA.
- (2) Airways in the FPA.
- (3) ARTCC/approach control sector boundaries in the FPA.
- (4) General knowledge of adjacent FPAs.
- (5) Use of aeronautical charts and publications.
- (6) Interphone line structure in the FPA.
- (7) Knowledge unique to the FPA.
- (8) MTR/MOA structure in the FPA.

b. Closed Book. The closed-book portion will require a detailed knowledge and can include, but is not limited to, the following subjects with associated point value assigned.

- (1) Major airports (as determined by ATM).
- (2) VOR/VORTAC locations and identifiers (not frequencies) in the FPA.
- (3) ARTCC boundaries in the FPA (not sectors).
- (4) FSS RCO locations in and adjacent to the FPA.
- (5) Knowledge of ATC radar coverage in the FPA.
- (6) Control tower and/or Class B, C, or D information.
- (7) Weather radar locations in and adjacent to the FPA.
- (8) Restricted areas.
- (9) Prominent terrain features in the FPA (as determined by the ATM).
- (10) Weather patterns applicable or unique to the FPA (as determined by the ATM).
- (11) Airports with an instrument approach in the FPA.
- (12) EFAS outlets in the FPA.
- (13) Facility directives and LOAs.

2. GUIDELINES FOR DEVELOPING THE AREA KNOWLEDGE PACKAGE. The Area Knowledge Guidelines are items that can be added to or deleted from, depending on the facility needs.

a. Landing areas.

- (1) City and airport name.
- (2) Location (mileage and direction).
- (3) Airport identifier.
- (4) Longest runway, facilities, and fuel.
- (5) Airports restricted to light aircraft due to length of runways, conditions, etc.
- (6) Elevation and remarks.
- (7) Jet arresting barriers.
 - (a) Type.
 - (b) Runway.
- (8) Designated jet instrument runway.
- (9) Runway restrictions (weight, etc.).
- (10) Civilian open to transient military aircraft.
- (11) Military open to civil aircraft.
 - (a) Method of obtaining approval.
 - (b) Method of obtaining arrival/departure information.
- (12) VASI/PAPI.
- (13) UNICOM.
 - (a) Airports.
 - (b) Frequency.
- (14) Two-way radio requirement.

- (15) Check for overdue aircraft.
 - (a) Whom to contact.
 - (b) Method of contacting.

b. NAVAIDs.

- (1) VOR/VORTAC/DME.
 - (a) Location.
 - (b) Class.
 - (c) Identifier.
 - (d) Frequency.
 - (e) Unusable radials.
 - (f) Usable distance.
 - 1 L-VOR.
 - 2 M-VOR.
 - 3 H-VOR.
 - (g) Monitoring responsibilities.
 - (h) Issuing NOTAMs.
- (2) Non-directional beacons.
 - (a) Location.
 - (b) Class.
 - (c) Identifier.
 - (d) Frequency.
 - (e) Usable distance.
 - (f) Monitoring responsibilities.
 - (g) Issuing NOTAMs.

- (3) Radar.
 - (a) FAA facilities.
 - (b) RAPCON.
 - (c) RATCF.
 - (d) IFR arrival/departure.
 - 1 Location.
 - 2 Primary frequency.
 - (e) Available services.
 - 1 Basic radar.
 - 2 TRSA.
 - 3 Class C.
 - 4 Class B.
 - 5 Surveillance approach/precision procedures.
- (4) Instrument landing systems.
- (5) Direction finding, location, and controlling facility.
- c. Airways and airspace data.
 - (1) Airway identification.
 - (2) Radials.
 - (3) Minimum altitudes.
 - (a) MEA.
 - (b) MCA.
 - (c) MRA.
 - (4) Mileages.
 - (5) Classification of airspace within the FPA.
 - (6) Preferred routes.

- d. Topography and weather.
 - (1) Topography (use legend on sectional charts).
 - (a) Cities and towns.
 - (b) Highways and roads.
 - (c) Relief (terrain).
 - (d) Hydrographic features.
 - (e) Miscellaneous.
 - (2) Weather.
 - (a) Types of observations.
 - 1 Radiosonde.
 - 2 Hourly.
 - 3 Supplemental.
 - (b) Terrain affecting local weather.
 - 1 Mountains and mountain passes.
 - 2 Rivers.
 - 3 Valleys.
 - (c) Area factors contributing to formation of:
 - 1 Fog.
 - 2 Frontal weather.
 - 3 Thunderstorms.
 - 4 Turbulence.
 - 5 Winds.
 - (d) Forecast availability.
 - 1 Area.
 - (aa) Forecast center.
 - (bb) Times of issuance.

- 2 Terminal.
 - (aa) Forecast center.
 - (bb) Terminal locations.
 - (cc) Times of issuance.
 - 3 Winds aloft.
 - (aa) Forecast center.
 - (bb) Terminal locations.
 - (cc) Times of issuance.
 - 4 Inflight weather advisories.
- e. Frequencies and services.
- (1) FSSs (specific to FPA).
 - (a) Standard transmitting and receiving frequencies.
 - (b) Recorded weather information.
 - (c) RCOs.
 - 1 Locations.
 - (aa) High-altitude outlets.
 - (bb) Low-altitude outlets.
 - 2 Frequencies.
 - (d) EFAS.
 - 1 Locations.
 - (aa) High-altitude outlets.
 - (bb) Low-altitude outlets.
 - 2 Frequencies.
 - (e) Local airport advisory service.
 - 1 Location.
 - 2 Established frequencies.

- (2) FAA towers, Air Force RAPCONs, and Navy RATCFs.
 - (a) Primary VHF local control frequency.
 - (b) Primary military VHF frequency.
 - (c) Primary military UHF frequency.
 - (d) Nonstandard guarding frequency.
- (3) ARTCCs.
- (4) Pilot-to-forecaster service—military.
 - (a) Location.
 - (b) Method of obtaining.
 - (c) Frequencies used.
- f. Air traffic control procedures.
 - (1) Air traffic clearances.
 - (a) ARTCC.
 - 1 Method of obtaining.
 - 2 Method of delivering.
 - (b) Tower and/or approach control.
 - 1 When required.
 - 2 Relay to pilot.
 - (2) Instrument approach procedures.
 - (a) ILS.
 - (b) ADF.
 - (c) VOR.
 - (d) Others.
 - (3) SIDs/STARs.

- g.** Airspace restrictions and special military operations.
- (1) Restricted, prohibited, warning, and caution areas.
 - (a) Number.
 - (b) Name.
 - (c) Altitude.
 - (d) Time.
 - (e) Appropriate authority.
 - (2) Parachute jumping areas.
 - (a) Location.
 - (b) Altitudes
 - (3) MOAs.
 - (a) Name or number.
 - (b) Altitudes.
 - (c) Hours of operation.
 - (4) Military aerial refueling tracks.
 - (a) Nickname.
 - (b) Flight levels.
 - (5) Controlled firing areas.
 - (a) Location.
 - (b) Altitudes affected.
 - (6) Military training routes.
 - (a) Identification.
 - (b) Altitudes affected.
 - (c) Airway crossing location.
 - (7) Joint use/military climb corridor restricted areas.
 - (a) Location.

- (b) Controlling agency.
- (8) VFR traffic advisories by USAF (locations where available).
- h.** Local procedures.
 - (1) Government offices.
 - (a) FAA.
 - (b) Military.
 - (c) Weather Bureau.
 - (d) Forest Service.
 - (e) Others (specify).
 - (2) Airports.
 - (a) Manager.
 - (b) Method of contacting.
 - (3) Airlines.
 - (a) Name(s).
 - (b) Method of contacting.
 - (4) Communication service.
 - (5) Radio equipment.
 - (a) Main receivers.
 - (b) Standby receivers.
 - (c) Main transmitters.
 - (d) Standby transmitters.
 - (6) VOR Receiver Checkpoint.
 - (a) Location.
 - (b) Frequency.
 - (c) Identification.

- (d) Location of checkpoint.
- (e) Altitude (if pertinent).
- (7) RCC.
 - (a) Location.
 - (b) Method of contacting.
- i. Emergency service/search and rescue resources.
 - (1) Participating agencies/facilities/offices.
 - (a) FAA (location; when and how to contact).
 - 1 FSSs.
 - 2 ARTCCs.
 - 3 ATCTs.
 - 4 Others (specify).
 - (b) Military agencies (location; when and how to contact).
 - 1 Air Force.
 - 2 Army.
 - 3 Navy.
 - 4 Marines.
 - 5 Coast Guard.
 - 6 National Guard.
 - (c) Civilian government, other than FAA (location; when and how to contact).
 - 1 Federal.
 - (aa) Forest Service.
 - (bb) Federal Communications Commission.
 - (cc) Federal Bureau of Investigation.
 - (dd) Bureau of Customs and Border Protection.

(ee) Others (specify).

2 State.

(aa) Police.

(bb) Aeronautical agencies.

(cc) Others (specify).

3 City.

(aa) Police.

(bb) Fire departments.

(cc) Others (specify).

4 County.

(aa) Sheriff.

(bb) Others (specify).

(d) Others.

1 Civil Air Patrol.

2 Pilots and FBOs.

3 Airlines.

4 Airport management.

5 Telephone operators.

6 Ambulance service.

7 Others (specify).

(2) Aids used for aircraft orientation.

(a) VOR.

1 Location.

2 Frequency.

3 Restrictions on use (hours of operation, unusable radials, etc.).

- (b) Radar (location; when and how to request service).
 - 1 PAR.
 - 2 ASR.
 - 3 ARSR.
 - (c) Non-directional beacons.
 - 1 Location.
 - 2 Frequency.
 - 3 Restrictions on use.
 - 4 Recommended orientation method.
 - (d) Others (specify).
- (3) Additional assistance available.
- (a) Search and rescue control center.
 - 1 Ground/water rescue.
 - 2 Leading aircraft service.
 - (b) Escort service.
 - (c) Fire fighting.
 - (d) Law enforcement.
 - (e) Medical.
 - (f) Others (specify).

SECTION 4B. WEATHER OBSERVER (Course 55226)

GENERAL: The purpose of this development stage of training is to qualify and certify the developmental for weather observer position duties at the assigned facility.

The NWS Weather Observer Examination is taken at the end of Course 57511, LAWRS. A score below 80 percent will require retesting at the facility within the allotted training hours. The developmental may start OJT prior to passing the NWS Weather Observer Examination.

The developmental is now ready for OJT on the facility weather observer position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 4A (Area Knowledge) and a score of 80 percent or better on the NWS Weather Observer Examination. Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all weather observer position duties at the assigned facility.

TRAINING LENGTH: Weather observer position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

Satisfactory completion of the weather observer position training is accomplished when both the NWS and the ATM or his/her designee has certified the developmental.

This section of training is administered on a pass/fail basis.

SECTION 4C. BROADCAST (Course 55228)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for broadcast position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of a broadcast position under simulated conditions.

The developmental is now ready for OJT on the facility broadcast position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 4A (Area Knowledge). Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all broadcast position duties at the assigned facility.

TRAINING LENGTH: Broadcast position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

This section of training is administered on a pass/fail basis.

SECTION 4D. FLIGHT DATA (Course 55229)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for flight data position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of a flight data position under simulated conditions.

The developmental is now ready for OJT on the facility flight data position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 4A (Area Knowledge). Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all flight data position duties at the assigned facility.

TRAINING LENGTH: Flight data position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

This section of training is administered on a pass/fail basis.

SECTION 4E. PREFLIGHT (Course 55230)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for preflight position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of a preflight position under simulated conditions.

The developmental has been given the NWS Pilot Weather Briefing Certification Examination at the FAA Academy. A score below 70 percent will require retesting at the facility within the allotted training hours.

The developmental may start OJT prior to passing the NWS Pilot Weather Briefing Certification Examination.

The developmental is now ready for OJT on the facility preflight position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 4A (Area Knowledge). Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all preflight position duties at the assigned facility.

TRAINING LENGTH: Preflight position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

Satisfactory completion of the preflight training is accomplished when both the WSEO and the ATM or his/her designee has certified the developmental. The WSEO evaluation shall be completed prior to the facility qualification/certification.

This section of training is administered on a pass/fail basis.

SECTION 4F. INFLIGHT (Course 55231)

GENERAL: The purpose of this developmental stage of training is to qualify and certify the developmental for inflight position duties at the assigned facility.

FAA Academy training provided the basic knowledge and skills required for operation of an inflight position under simulated conditions.

The developmental is now ready for OJT on the facility inflight position under actual conditions.

PREREQUISITE: Satisfactory completion of Section 4A (Area Knowledge). Additional prerequisites may be established by the ATM and shall be identified in the facility's training directive.

OBJECTIVE: At the successful completion of this section of training, the developmental shall be certified to perform all inflight position duties and will have completed the OJT process.

TRAINING LENGTH: Inflight position qualification/certification shall be completed in accordance with the facility's training directive. Discontinuation of training will be a result of a training review that recommends no further training be conducted. If the ATM adopts this recommendation, the developmental is processed in accordance with FAPM Letter 330-1 or other appropriate directives.

ADMINISTRATION: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. The ATM or his/her designee shall assign the developmental to training.

The developmental shall demonstrate lost aircraft orientation procedures before being certified on the inflight position. A minimum of one satisfactory orientation for each available resource—VOR and ADF—is required. If the facility is equipped with direction finder equipment, training shall be provided on the operation of this equipment and the student shall demonstrate proficiency by completing a minimum of one satisfactory orientation on the equipment.

Certification cannot be completed in this section prior to certification in Section 4E (Preflight).

This section of training is administered on a pass/fail basis.

APPENDIX 6

TERMINAL INSTRUCTIONAL PROGRAM GUIDE

SECTION 1. INTRODUCTION

This Instructional Program Guide (IPG) includes information about the following seven development stages:

- I. FAA Academy Training (Courses 50043, 50046, and 50034)**
- II. Flight Data (Course 55060)**
- III. Clearance Delivery (Course 55061)**
- IV. Ground Control (Course 55062)**
- V. Local Control/Cab Coordinator (Course 55063)**
- VI. Nonradar Terminal Control (Course 55064)**
- VII. Radar Control (Course 55065)**

Stages III through VII are intended to be taught sequentially; however the instructional process is designed to provide facilities with the flexibility to tailor the training program to the needs of the individuals in training and the facility, thus allowing for a more effective and successful training experience. A facility manager, or his/her representative, may determine the appropriate sequencing of these development stages relative to the facility level. Stage VI shall be completed prior to Stage VII, and all development stages shall be completed prior to promotion to CPC.

When training CPC's who have lost operational currency or have transferred from another facility or area of specialization, the TA shall decide which portions of the classroom and laboratory training will be administered based on the needs of the specialist.

OJT shall be conducted and documented as specified in Chapter 3 of this order.

SECTION 2. STAGE I: FAA ACADEMY TRAINING**SECTION 2A. AIR TRAFFIC BASICS (TERMINAL)
(Course 50043)**

GENERAL: This course is designed for individuals with no air traffic experience. It provides the fundamental aviation/air traffic knowledge needed to prepare developmentals to begin training in their specific air traffic option.

PREREQUISITE: Entry qualifications established for specific hiring source.

LOCATION: FAA Academy.

TRAINING LENGTH: 25 days/200 hours.

ADMINISTRATION: Training is administered in a classroom environment utilizing FAA Academy-prepared instructional materials and includes the following topics: introduction to the ATC system, publications, Federal Aviation Regulations, principles of aerodynamics, aircraft types and characteristics, fundamentals of navigation, pilot's environment, flight assistance and emergencies, special operations, wake turbulence, weather, and communications. Instruction is delivered through classroom lecture accompanied by graphics and video. Group discussions and exercises with limited hands-on practice and demonstrations are provided. The student is evaluated using block tests and a final comprehensive test.

TRAINING CONTENTS: The course covers 12 areas of instruction contained in 32 lessons.

1. BLOCK 1: INTRODUCTION TO THE ATC SYSTEM (32 hours).

a. The purpose of this block is to provide an orientation to the FAA organization, Air Traffic Service, and the FAA Academy.

b. Covers the functions, elements, types of services, facilities, and key concepts that comprise the Air Traffic Control System.

2. BLOCK 2: PUBLICATIONS (29 hours).

a. Covers the purpose of basic FAA orders and manuals.

b. Covers the purpose and contents of VFR/IFR charts and publications and teaches students how to read them for navigational purposes.

3. BLOCK 3: FEDERAL AVIATION REGULATIONS (7 hours).

Covers the primary Federal rules and regulations that apply to Air Traffic Control.

4. BLOCK 4: PRINCIPLES OF AERODYNAMICS (4 hours).

Covers the fundamental principles of flight, including airfoils, relative wind, the four forces acting on an aircraft in flight, the interrelationships of those forces, and lift factors.

5. BLOCK 5: AIRCRAFT TYPES AND CHARACTERISTICS (7 hours).

Covers the basics of aircraft identification for Air Traffic Control.

6. BLOCK 6: FUNDAMENTALS OF NAVIGATION (16 hours).

Covers the principles and methods of navigation as well as the equipment used.

7. BLOCK 7: PILOT'S ENVIRONMENT (5 hours).

Covers the instrumentation and systems used by a pilot to navigate and control the aircraft.

8. BLOCK 8: FLIGHT ASSISTANCE AND EMERGENCIES (9 hours).

a. Covers situations requiring special handling or services.

b. The difference between flight assistance and emergencies is discussed along with the different levels and types of emergencies.

c. The purpose and function of the National Search and Rescue Plan are also presented.

9. BLOCK 9: SPECIAL OPERATIONS (2 hours).

Covers the most common types of flights that require unusual or special handling such as Presidential aircraft, military operations, and medical flights.

10. BLOCK 10: WAKE TURBULENCE (3 hours).

Covers the causes and effects of wake turbulence.

11. BLOCK 11: WEATHER (39 hours).

- a. Covers the fundamentals of weather.
- b. Includes weather basics, hazardous effects of selected weather phenomena on flight, and the purpose of weather products that are significant to aviation.
- c. Includes how to read and understand these weather products.

12. BLOCK 12: COMMUNICATIONS (18 hours).

Covers the air traffic communication process including formatting of authorized communications, phraseology, and control symbology.

13. EVALUATION.

a. Student proficiency is measured through a variety of methods. Academic progress is assessed through the use of end-of-lesson tests and four academic block tests covering the following blocks:

- (1) Block Test I - Lesson 1, 3 thru 8.
- (2) Block Test II - Lessons 9 thru 15.
- (3) Block Test III - Lessons 16 thru 22.
- (4) Block Test IV - Lessons 23 thru 29.

b. A final comprehensive test is given at the end of all blocks of instruction. The score from this test determines the course score.

SECTION 2B. INITIAL TERMINAL TRAINING (Course 50046)

GENERAL: This course is designed for developmental terminal Air Traffic Control Specialists. It provides job-related knowledge and skill-oriented training consisting of classroom instruction, practice using the low-fidelity Tabletop labs, medium-fidelity interactive PC-based system, and full-fidelity terminal laboratory environment. This course also provides developmentals with an orientation and indoctrination to FAA organization.

This stage of training is administered in two parts: academics and laboratory instruction.

PREREQUISITE:	Successful completion of Course 50043, or Individual meets direct entry qualifications established for specific hiring source.
LOCATION:	FAA Academy.
TRAINING LENGTH:	37 days/296 hours.
ADMINISTRATION:	Training is administered in a classroom/laboratory environment utilizing FAA Academy-prepared instructional materials and a simulated airport and airport traffic control area. Training is primarily oriented to procedural studies and demonstration/evaluation of control scenarios. Students are assessed during Performance Verification (PV) on a pass/fail basis.
TRAINING CONTENTS:	This course contains four blocks of instruction.

1. BLOCK 1: ACADEMICS (112 hours).

- a. The purpose of this block is to present students with air traffic concepts and allow them to practice basic skills. Academic instruction is delivered via the following methods: lecture, lecture with part-task exercises, and CBI.
- b. Topics presented include: runway incursions, air traffic teamwork, wake turbulence procedures and separation, Academy airport and airspace, radio and interphone procedures, flight progress strips, FDIO procedures, position relief briefing, general control, tower cab positions of operation, human factors, procedures and separation, arrival/departure procedures, DBRITE requirements, tower cab equipment, visual operations, and an overview of the air traffic training system. Also covered are aviation weather requirements, responsibilities, and equipment to include tower visibility and disseminating weather.

2. BLOCK 2: TABLETOP LAB (64 hours).

- a. This block of instruction emphasizes local control, ground control, and flight data/clearance delivery procedures for coordination, separation, stripmarking, phraseology, and teamwork.
- b. This training is conducted in a low-fidelity tabletop lab with a ratio of one instructor to one student.
- c. Scenarios are specifically designed to reinforce IFR/VFR procedures, phraseology, required coordination, and separation standards taught in the academics portion of the course.

3. BLOCK 3: IFR LAB (24 hours).

- a. This block of instruction emphasizes local control and ground control procedures for coordination, separation, stripmarking, phraseology, and teamwork in an IFR environment.
- b. This training is conducted in a medium-fidelity lab (IIDS classroom) with a ratio of one instructor to one student.
- c. Scenarios are specifically designed to reinforce IFR procedures, phraseology, required coordination, and separation standards taught in the academics portion of the course.

4. BLOCK 4: ENHANCED DEBRIEF STATION (EDS)/TOWER SIMULATION SYSTEM (TSS) (96 hours).

- a. This block of instruction emphasizes local and ground control procedures for coordination, separation, stripmarking, phraseology, and teamwork.
- b. This training is conducted in a medium-fidelity lab and full fidelity tower simulator with a ratio of one instructor to one student.

c. Scenarios are specifically designed to reinforce VFR/IFR procedures, phraseology, required coordination, and separation standards taught in the academics portion of the course.

5. EVALUATION.

Student proficiency is measured through a variety of methods described as follows.

a. Academic progress is assessed through the use of nongraded end-of-lesson tests and four graded academic block tests, requiring a grade of 70% or better, covering the following areas:

(1) Block Test I - Includes general control, position relief briefing, tower cab equipment, and academy airspace.

(2) Block Test II - Includes flight data, stripmarking, FDIO, disseminating weather, wind shear, LLWAS, and TDWR, and ATIS.

(3) Block Test III/IV - Includes clearance delivery /clearances, ground control, taxi and ground movement, and runway incursions.

(4) Block Test V - Includes local control, VFR/IFR arrivals and departures, visual operations, and air traffic training overview

b. Two examinations must be passed to successfully complete the course:

(1) DBRITE Qualification Exam - Score of 70% is required.

(2) Tower Visibility Exam - Score of 80% is required (administered by the National Weather Service).

(a) If the student does not meet the requirements for successful completion of these examinations, AMA-513 may determine that additional training is warranted and provide that training to the student.

(b) If the student does not meet the requirements for successful completion after additional training, the provisions of FAPM Letter 330-1 shall be followed.

(c) Counseling. Instructors are responsible for providing academic counseling. Timely counseling should be provided when developmental weaknesses are identified to resolve problems impeding the developmental's progress. Formal documentation of each counseling session is required and shall become part of the developmental's record.

c. Students are also evaluated on skill-based scenarios that require them to apply air traffic procedures in a simulated environment.

6. PERFORMANCE VERIFICATION (PV).

- a. PV shall consist of an academic examination and an assessment of a skill-based scenario. A score of 70% is required for successful completion of the academic examination.
- b. PV specialists and/or operationally current support staff or supervisory personnel shall conduct the skill-based assessments.
- c. Students shall be assessed within the requirements outlined in the current edition of FAA Order 7110.65, Air Traffic Control.
- d. Following the skill-based assessment, the student shall be “debriefed” by the PV specialist. During this debrief, the PV specialist shall ask for explanations regarding questionable control actions and weigh responses in order to evaluate the student’s cognitive skills. This investigation provides PV personnel the opportunity to identify areas that need improvement.
- e. Students shall be assessed within the PV standards process. The process consists of four critical elements:
 - (1) Rater Reliability. Evaluation consistency is maximized by thorough training of temporary duty (TDY) PV personnel and instruction on the student briefing process. This provides a reliable method for insuring that assessments take place in a similar manner from student to student.
 - (2) PV Scenarios. The scenarios incorporate field requirements, so when a student can perform the tasks necessary to run a problem, he/she will have demonstrated the skills necessary to begin field training.
 - (3) PV Assessment. The PV process is based on expert assessment. PV is not assessing at the full performance skill level. Rather, PV determines if students have the fundamental knowledge necessary to begin field OJT. Initial assessments shall be conducted using one PV specialist observing one student.
 - (4) PV Reassessment. In the event of an unsuccessful PV scenario, the student shall receive additional training from the FAA Academy targeted to identified weaknesses. After completion of this training, another PV scenario shall be conducted using two PV specialists not involved in the first assessment. The two PV specialists shall then reach consensus before a decision can be made regarding the student’s success or failure.
- f. In the event that a student is unsuccessful during the second assessment, PV shall notify the appropriate service area office. Disposition of the unsuccessful student shall be determined by the service area office in accordance with the proper directives.

SECTION 2B. TERMINAL BASIC RADAR TRAINING (Course 50034)

GENERAL: The purpose of this development stage is to train controllers in radar approach control skills in a simulated environment.

This stage of training is administered in a classroom/laboratory environment.

PREREQUISITE: Individual is assigned to, or selected for position at, a radar approach control facility.

Successful completion of Courses 55060-55063.

LOCATION: FAA Academy.

TRAINING LENGTH: 18 days/144 hours

ADMINISTRATION: This training is administered in a classroom/laboratory environment utilizing FAA Academy-prepared instructional materials and simulated air space. Training is primarily oriented to procedural studies and demonstration/evaluation of control scenarios.

1. PART-TASK EXERCISE TRAINING.

a. FAA Academy Airspace and Procedures.

(1) The student shall demonstrate knowledge of FAA Academy procedures and airspace, as provided in the facility directives, and demonstrate the ability to recall the following:

- (a) Airways and intersections.
- (b) ARTCC sectors and adjacent airspace.
- (c) FAA Academy airspace configuration.
- (d) Satellite airports.
- (e) Air traffic facility frequencies.
- (f) Departure and arrival gates.
- (g) MEAs and MVAs.
- (h) Approach names, fixes, and minimum altitudes.

(2) The student shall show the ability to apply the following:

- (a) Radar procedures used between approach controls, and between approach control and tower.
- (b) Radar procedures used at airports.
- (c) Procedures as specified in the FAA Academy Facility Orders.
- (d) Position relief briefing procedures.

b. Radar and Automated Radar Terminal System (ARTS) Equipment Functions.

(1) Using a radar simulator, the student shall demonstrate knowledge of equipment control functions.

- (2) The student shall identify primary and secondary radar terms and definitions.
- (3) The student shall demonstrate the ability to perform all ARTS entries.

c. Radar Identification. The student shall radar-identify aircraft using procedures in Order 7110.65.

d. Separation. The student shall achieve the separation standards contained in Order 7110.65 by demonstrating the ability to:

- (1) Recognize when radar separation is achieved and lost.
- (2) Recognize distances between targets by using video map marking.
- (3) Apply radar vectoring techniques.
- (4) Apply speed control.
- (5) Assign and verify altitudes.
- (6) Apply merging target procedures.

e. Transfer of Control. The student shall use Order 7110.65 procedures, ARTS, and interphone to coordinate use of airspace, transfer control of aircraft, and transfer radar identification.

f. Departure, Arrival, and Approach Procedures.

- (1) The student shall apply Order 7110.65 and FAA Academy ATCT:
 - (a) Departure procedures and separation minima.
 - (b) Arrival and approach procedures.

(2) The student shall practice approach clearance phraseology, missed approach instructions, speed control, and vectoring.

(3) The student shall interpret weather conditions as they relate to approaches and shall use approach plates to select suitable approaches.

g. Additional Services. The student shall determine priority of duties, procedures and phraseology for issuing advisories.

h. Radar Services to VFR Aircraft. Demonstrating knowledge of types and operational requirements of terminal airspace, the student shall provide services to VFR aircraft to include traffic/safety alerts.

i. Visual Approaches. The student shall demonstrate knowledge of visual approach procedures and phraseology contained in Order 7110.65 by:

- (1) Explaining conditions required to conduct visual approaches.
- (2) Vectoring and clearing aircraft for visual approaches.
- (3) Vectoring VFR aircraft for sequencing.

j. Emergencies, Radio Failures and Hijacks. The student shall demonstrate the ability to handle aircraft emergencies, hijacking, radio failures, and fuel dumping in compliance with Order 7110.65.

2. RADAR LABORATORY TRAINING AND EVALUATION.

a. Radar Academic Procedures. With emphasis on scanning techniques, listening and remembering skills, sector management, team interaction and coordination, and in accordance with Order 7110.65, the student shall:

- (1) Demonstrate how, when, and where to effect/receive a pointout and/or handoff.
- (2) Identify FAA Academy North and FAA Academy South responsibilities in establishing a sequence.
- (3) Demonstrate procedures for handling arrivals and departures to and from satellite airports, handling VFR aircraft requesting IFR clearances while airborne, and termination procedures.
- (4) Describe tunneling departures as one method of separating arrivals and departures.
- (5) Demonstrate criteria for joining airways.
- (6) Identify Class C airspace boundaries, methods of handling airspace violators, and IFR cancellations in Class C airspace.
- (7) Demonstrate techniques of vectoring arrivals to a downwind.
- (8) Complete position relief briefings.
- (9) Apply radar separation when heavy jet traffic is involved.
- (10) Demonstrate radar identification and services to VFR popups.
- (11) Describe the procedures for handling reroutes, overflights, overflight cancellations, and approaches to an uncontrolled airport.
- (12) Recognize similar-sounding callsigns and initiate appropriate action.
- (13) Identify the beacon codes assigned to hijacks and the application of procedures involving hijacks.
- (14) Explain the effects of high-performance military climbs.
- (15) Demonstrate procedures for handling emergencies, joining airways, and transponder failures.
- (16) Demonstrate the application of radar separation, speed control, and vectoring techniques as applied to departing and arriving aircraft.

- (17) Apply procedures for:
 - (a) Identification of VFR aircraft.
 - (b) VFR practice approaches.
 - (c) Handling VFR arrivals without the automatic terminal information service (ATIS).
 - (d) Manual handoffs of VFR aircraft to the center.
 - (e) VFR arrivals to secondary airports.
 - (f) VFR aircraft below MVA.
- (18) Describe effects of winds aloft on vectoring and speed control.
- (19) Apply the correct coordination on landline for sequence and other items.
- (20) Provide traffic advisories and safety alerts.
- (21) Apply the ARTS controls and their functions, and correct entries.

b. Evaluation.

(1) Knowledge. Periodic skill checks shall be performed to provide feedback as to expected performance relative to current levels of training. Areas needing improvement shall be noted and recommendations made for targeted training.

(2) Counseling. Instructors are responsible for providing initial counseling. It is important that timely counseling be provided when student's weaknesses are identified, in an attempt to resolve problems impeding his/her progress. Formal documentation of each counseling session is required and shall become part of the student's records.

(3) Assessment.

(a) At the conclusion of laboratory training, each student shall be given one assessment scenario during which a PV specialist will evaluate the individual's strengths and weaknesses.

(b) After a debriefing session with the student's instructor, the PV specialist shall debrief the student. This is not a pass/fail assessment.

(c) Upon completion of PV, the individual will return to his/her facility for the next stage of training.

(d) PV shall provide a synopsis of the assessment to the student's TA with strengths and weaknesses identified.

SECTION 3. STAGE II: FLIGHT DATA POSITION TRAINING (Course 55060)

GENERAL: The purpose of this development stage is to prepare the individual for flight data position qualification and certification.

This stage of training is administered in two parts: classroom instruction and OJT.

PREREQUISITE: Successful completion of applicable section(s) of Stage I, or
Individual meets direct entry qualifications established for specific hiring source.

CLASSROOM TRAINING: The classroom portion of training is administered using lesson plans developed by the FAA Academy and the facility and conducted under the direction of the TA. In some facilities, classroom training for more than one area may be taught at the same time (e.g., flight data and clearance delivery). In these situations, lesson plans should be developed accordingly.

If a terminal facility does not have a support staff to conduct classroom instruction, the facility is responsible for developing self-study materials that will cover all of the required subject matter.

OJT: After successful completion of classroom training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. CLASSROOM TRAINING.

a. Part I. The individual shall successfully demonstrate the skills listed below in the classroom section of training.

(1) Compile Statistical Data. In accordance with Orders 7110.65 and 7210.3 and local directives, the individual shall be able to identify and correctly record statistical data relating to various types of air traffic activities using the following forms:

- (a) Daily Record of Facility Operation, 7230-4.
- (b) Personnel Log.
- (c) Position Log, 7230-10.
- (d) Airport Traffic Record, 7230-1.
- (e) Instrument Operations, 7230-26.
- (f) Approach Data Worksheet, 7230-16.
- (g) Multi-Channel Recorder Check Record, 6670-1.
- (h) Incident Report, 8020-11.
- (i) Flight Assist Report, 7230-6.

(2) Prepare and Distribute Flight Data. In accordance with Orders 7110.65, 7210.3, and 7340.1, Contractions; and local directives, the individual shall be able to:

- (a) Identify the types of FAA terminal facilities.
- (b) Identify, by their alphanumeric designators, the positions of operation at his/her facility.
- (c) Explain the coordination required between flight data and other positions of operation at his/her facility.
- (d) Determine acceptable handwritten entries and make strip revisions.
- (e) State the different types of flight progress strips and their uses.
- (f) Identify the data posted in spaces 1 through 9 on the three variations of the terminal flight progress strip.
- (g) Post the required data on the three variations of the flight progress strip using standard characters, symbols, and abbreviations.

(3) Operate FAA Interphone Systems. In accordance with Orders 7110.65, 7210.3, and 7340.1 and local directives, the individual shall be able to:

- (a) List the types of interphone circuits.
- (b) List the components of an interphone system.
- (c) List three methods used for signaling on interphone circuits.
- (d) List three circuit status lamp indications and explain the circuit status each indicates.
- (e) Identify each circuit available at the flight data position.
- (f) State the type of information for which each circuit is used.
- (g) State the priority of various messages.
- (h) Select standard interphone phraseology.
- (i) Transmit various types of messages using standard interphone procedures and phraseology.
- (j) Select alternate methods of relaying interphone messages.
- (k) List the proper offices to be notified of an interphone failure.
- (l) List the reports required when an interphone failure occurs.

(4) Receive and Relay Weather Information. In accordance with Orders 7110.65, 7210.3, and 7900.5, Surface Weather Observing—METAR, and local directives, the individual shall be able to:

- (a) Identify types of surface aviation weather reports.
- (b) Decode and encode surface aviation weather reports.
- (c) State requirements for PIREPs, SIGMETs, and AIRMETs.
- (d) Receive, post, and relay weather reports.
- (e) Decode terminal forecasts.

(5) Unusual Situations. In accordance with Orders 7110.65 and 7210.3 and local directives, the individual shall be able to:

- (a) Identify the personnel authorized to declare an emergency.
- (b) State notification procedures and the parties to be notified in an emergency situation.
- (c) State the location and types of emergency equipment available.
- (d) State the procedures for initiating an emergency alert and notifying emergency equipment.
- (e) State the procedures for handling information requests and alert notices.
- (f) State the actions required in the event of a hijack or aircraft bomb threat.
- (g) Select the course of action required upon receipt of an unidentified flying object sighting report.
- (h) State the actions required for handling special flight operations.
- (i) State the FAA policy regarding release of information and the persons authorized to receive such information.
- (j) Identify the persons authorized to request transmission of alerts through FAA facilities.
- (k) State the actions that are required of a specialist involved in an incident.
- (l) Select the course of action required when receiving sonic boom, reckless flying, and noise/damage complaints.

(6) Receive and Relay NOTAM Information. In accordance with Orders 7110.65, 7340.1, and 7930.2, Notices to Airmen; and local directives, the individual shall be able to:

- (a) Encode and decode NOTAMs.
 - (b) Receive, relay, and post NOTAM information.
- (7) Operate ATIS. In accordance with Orders 7110.65 and 7210.3, the individual shall be able to:
- (a) Explain the function, operating procedures, control criteria, and message content of the ATIS.
 - (b) Prepare and broadcast an ATIS message in accordance with prescribed procedures.

(8) Operate Standby Radio Equipment. In accordance with local equipment familiarization checkout procedures, the individual shall be able to:

- (a) Identify standby and emergency communications equipment at his/her facility.
- (b) State the frequencies assigned to standby equipment at his/her facility.
- (c) Explain the operation of various types of standby equipment.

(9) Change Tape Recording Reels.

- (a) State the requirements for use of recorders at Air Traffic facilities.
- (b) State the order of priority for assignment of recorder channels at terminal facilities.
- (c) State the requirements for checking and changing recorder tapes at his/her facility.
- (d) List the three items that are placed on each recorder reel before storage.
- (e) State the actions required when the tape recorder alarm system at his/her facility is activated.

(10) Monitor Navigational Aids. In accordance with Orders 7110.65 and 7210.3, the individual shall be able to:

- (a) Interpret monitor panel indications.
- (b) State the functions of the automatic course alignment and signal monitor and the automatic transfer and shutdown unit.
- (c) State NAVAID monitoring procedures.
- (d) Define VOR/VORTAC monitoring categories.
- (e) Determine when to attempt NAVAID restoration.
- (f) List the appropriate outage notification procedures.
- (g) Select the correct form to be used to record equipment outages.
- (h) Identify tower responsibilities during flight check.

(11) Operate Flight Data Input/Output (FDIO). In accordance with the FDIO User's Guide, the individual shall be able to:

- (a) Compose, in the proper format, routine messages that may be entered into the ARTCC central computer complex from an FDIO terminal facility.

- (b) Interpret computer-originated error responses and take corrective action.
- (c) Recognize errors in message construction and initiate message correction procedures prior to entry into the computer.
- (d) Identify major components of the FDIO and interpret the meaning of the various status lamps and switches.
- (e) Install new strips in the flight strip printer and change the ribbon.
- (f) Identify the function of the data communications control unit (DCCU) as an interface between the FDIO facility and the central computer complex.

(12) Report Tower Visibility.

- (a) State various categories and types of visibility.
- (b) State correct visibility reporting procedures.

(13) Test on Position Information.

b. Part I Evaluation.

- (1) Locally prepared evaluation shall be administered on the information delivered during this portion of classroom training.
- (2) Additional evaluations may be developed to evaluate the individual's progress as deemed necessary to meet facility and/or training needs.

c. Part II. Site Specific Flight Data training.

- (1) Local Airport Information. The individual shall describe local airport information including:
 - (a) Local services:
 - 1 Principal operations.
 - 2 Location of local offices.
 - 3 Services.
 - (b) Scheduled air carriers:
 - 1 Names.

- 2 Principal routes.
 - 3 Aircraft types.
 - 4 Local special operations (testing, training).
- (c) Air taxi, charter service, or fixed-base operation:
- 1 Names.
 - 2 Principal routes.
 - 3 Aircraft types.
 - 4 Nature of operation.
 - 5 Hours of operation.
- (d) Military operations:
- 1 Offices—hours of operation.
 - 2 Types of operations.
 - 3 Aircraft types.
- (e) Miscellaneous operations:
- 1 Civil Air Patrol.
 - 2 Border Patrol.
 - 3 Other.

(2) Local Area. Given an unlabeled chart of the local area depicting airway structures and NAVAID symbols, covering airspace that has a direct impact on the day to day ATC function, the individual shall label or draw the following:

- (a) Airway structure:
- 1 Victor/jet.
 - 2 Minimum altitudes (MOCA, MEA, MRA).
 - 3 Intersections.

- 4 Mileage between fixes (nonradar facilities only).
- 5 Radials.
- (b) Radio NAVAIDs:
 - 1 NDBs.
 - 2 VOR/VORTAC/TACAN areas.
- (c) Boundaries.
- (d) Restricted and joint-use areas.
- (e) Approach aids.
- (f) Adjacent airport facilities.
- (g) Topographical features.
- (h) Departure and arrival routes:
 - 1 Preferential routing—inbound and outbound.
 - 2 Clearance limits—release fixes.
 - 3 Departure/arrival fix.
 - 4 Others as applicable.
- (i) Identifiers:
 - 1 VOR/VORTAC/TACAN.
 - 2 NDBs.
 - 3 Compass locators.
 - 4 Fan markers.
 - 5 Intersections.
 - 6 Waypoints.
 - 7 Other airports/heliports.

(3) Position-Associated Equipment. The individual shall demonstrate proper use and apply procedures of the following equipment:

(a) Terminal FDIO equipment.

1 Equipment description and functions:

(aa) Alphanumeric keyboard.

(bb) Error indicators.

(cc) Use of associated switches and keys.

(dd) Flight strip printer.

(ee) Receive-only mode.

(ff) Tear-off bar.

(gg) Forms sensing contact.

(hh) Keys and lights.

(ii) DCCU.

(jj) Detection of hardware errors.

(kk) Local data check light.

2 FDIO message entry:

(aa) Message fields.

(bb) Message types and examples.

(cc) Message composition and formats.

(dd) Message correction prior to entry.

(ee) Message entry procedures.

3 Computer acceptance checking and computer messages:

(aa) Acceptance checking.

- (bb) Acceptance messages.
 - (cc) Qualified acceptance.
 - (dd) Rejection messages.
 - (ee) Error messages.
 - (ff) Error responses.
- (b) Interphone systems.
- 1 Location and use of associated equipment:
 - (aa) Terminal boxes.
 - (bb) Speakers.
 - (cc) Jacks.
 - (dd) Handsets.
 - (ee) Headsets.
 - 2 Use of lines:
 - (aa) Ring.
 - (bb) Discrete dial codes.
 - (cc) Voice call.
 - (dd) Automatic ring.
 - 3 Operational characteristics:
 - (aa) Termination display.
 - (bb) Lighting systems.
 - (cc) Monitoring capabilities.
 - (dd) Conference circuits.
 - (ee) Override capabilities.

- 4 Circuit identification and location:
 - (aa) Name or number of each line.
 - (bb) Physical location on keybox panel.
 - (cc) Color or code (if applicable).
 - 5 Alternate methods of relay:
 - (aa) Other Service F lines.
 - (bb) Commercial telephones.
 - (cc) Associated FSS.
 - (dd) Local tower emergency radio equipment.
 - (ee) Computer systems.
 - 6 Interphone failure notification procedures:
 - (aa) Appropriate maintenance notification.
 - (bb) Preparation of required reports of outages.
- (c) Radio communications equipment.
- 1 Transmitter control panels.
 - 2 Receiver selector panels.
 - 3 Microphones.
 - 4 Standby equipment:
 - (aa) Location.
 - (bb) Types of equipment available.
 - (cc) Control panel operation.
 - (dd) Tuning or selection.

- 5 Radio failure notification procedures:
 - (aa) Appropriate maintenance notification.
 - (bb) Preparation of required reports of outages.
- (d) ATIS/D-ATIS.
 - 1 Operation:
 - (aa) Recording time.
 - (bb) Playback procedure.
 - (cc) Updating procedures.
 - 2 Control panel:
 - (aa) Record button.
 - (bb) Reset button.
 - (cc) Light indications.
 - 3 Message content.
- (e) NAVAID monitoring devices.
 - 1 Aids:
 - (aa) Location.
 - (bb) Frequency.
 - (cc) Identification.
 - (dd) Operation.
 - 2 Monitoring panels:
 - (aa) Location.
 - (bb) Operation.
 - 3 Use of standby equipment.

- 4 Notification procedures:
 - (aa) Appropriate maintenance notification.
 - (bb) Preparation of required reports of outages.
- (f) Recording equipment.
 - 1 Positions recorded.
 - 2 Servicing:
 - (aa) Recording time.
 - (bb) Playback procedure.
 - (cc) Tape change procedure.
 - (dd) Monitor panel.
 - (ee) Erasing procedure.
- (g) Other equipment.
 - 1 ARTS/STARS:
 - (aa) Alphanumeric keyboard.
 - (bb) Message entry and computer responses.
 - 2 Console instruments:
 - (aa) Altimeter(s).
 - (bb) Wind instruments.
 - (cc) Clocks.
 - 3 Lighting:
 - (aa) Airport lighting control panel(s).
 - (bb) Operational quarters.

- 4 Miscellaneous equipment:
 - (aa) Light guns.
 - (bb) Time stamps.
 - (cc) Traffic counters.
 - (dd) Binoculars.
 - (ee) Runway visibility value/runway visual range (RVV/RVR) indicators.
- 5 Personnel safety equipment.

(4) Procedures.

- (a) The individual shall briefly describe facility positions of operations including:

- 1 Location.
- 2 Major duties and responsibilities.

(b) The individual shall describe the general purpose and location of the following publications and shall explain the application of procedures contained therein, as they pertain to the flight data position:

- 1 FAA orders and/or handbooks.
- 2 Facility directives and memorandums.
- 3 LOAs.
- 4 Reading binder.
- 5 Aeronautical Information Manual (AIM).
- 6 Search and rescue procedures.

(c) The individual shall explain the handling of flight plans and flight progress strips including:

- 1 Format.
- 2 Methods of revising strips.

- 3 Local variances in strip format.
 - 4 Control symbols.
 - 5 Standard symbols.
- (d) The individual shall compose interphone messages and describe requirements including:
- 1 Types and priorities of calls:
 - (aa) Emergency.
 - (bb) Control, coordination, and advisory.
 - (cc) Flight plans.
 - (dd) Other general information.
 - 2 Standard procedures:
 - (aa) Proper routing of calls.
 - (bb) Call-up techniques.
 - (cc) Answering techniques.
 - (dd) Procedures for relaying various data.
 - (ee) Acknowledgments and sign-off techniques.
 - (ff) Phraseology.
- including:
- (e) The individual shall interpret, disseminate, and describe requirements for NOTAMs
- 1 Types:
 - (aa) NAVAIDs.
 - (bb) Hazards.
 - (cc) Lighting.
 - (dd) Airports.
 - (ee) General.

2 Method of receipt.

3 Origination.

4 Display.

including: (f) The individual shall describe the procedures for maintaining daily records and forms

1 Collecting strips and records.

2 Checking daily traffic count.

3 Compiling daily tabulation.

4 Storing records and forms.

(g) The individual shall describe airport emergency equipment and procedures including:

1 Location.

2 Types available:

(aa) Firefighting.

(bb) Ambulance.

(cc) Off-airport equipment.

(dd) Other.

3 Methods of alerting:

(aa) Location of alarm.

(bb) Operation of alarm.

(cc) Coded categories of alert.

4 Offices to be notified.

(h) The individual shall describe procedures for conducting/receiving position relief briefings. The individual shall draw a local tower visibility chart and demonstrate the ability to identify specified visibility markers.

(5) Weather.

(a) The individual shall describe weather information including:

1 Types of reports available:

(aa) Surface observations.

(bb) Forecasts.

(cc) Winds aloft forecast.

(dd) Advisories.

(ee) Charts.

2 Source.3 Time available.4 Format.5 Interpretation.6 Disposition.

(b) The individual shall successfully complete the tower visibility examination in accordance with NWS standards. Request this exam from the following address:

Mike Monroney Aeronautical Center
FAA Academy, Meteorological Coordinator & Training Consultant, AMA-579
P.O. Box 25082
Oklahoma City, OK 73125

(c) For facilities designated as a LAWRS, the individual shall successfully complete the LAWRS examination in accordance with NWS standards. The individual is not required to complete the tower visibility exam.

2. OJT. Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job functions listed in Appendix 2 of this order.

SECTION 4. STAGE III: CLEARANCE DELIVERY POSITION TRAINING (Course 55061)

GENERAL: The purpose of this development stage is to prepare the individual for clearance delivery position qualification and certification.

This stage of training is administered in two parts: classroom instruction and OJT.

PREREQUISITE: Successful completion of Stage II Classroom Training.

CLASSROOM TRAINING: The classroom portion of training is administered using lesson plans developed by the FAA Academy and the facility and conducted under the direction of the TA. In some facilities, classroom training for more than one area may be taught at the same time (e.g., flight data and clearance delivery). In these situations, lesson plans should be developed accordingly.

If a terminal facility does not have a support staff to conduct classroom instruction, the facility is responsible for developing self-study materials that will cover all of the required subject matter.

OJT: After successful completion of classroom training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. CLASSROOM TRAINING. The individual shall successfully demonstrate the skills listed below in accordance with Orders 7110.65, 7210.3, and local directives, and shall complete an examination on the material.

a. Clearance Delivery.

- (1) State the functions of the clearance delivery position.
- (2) List the conditions for which departure clearances or departure instructions would be issued.
- (3) List IFR departure clearance items in sequence.
- (4) State when the term "ATC" shall be used as a clearance prefix.
- (5) Define clearance limit.
- (6) Describe a NAVAID fix, as determined by reference to a radial and distance from VORTAC when the fix is not named.
- (7) State when the directions of a takeoff/turn or initial heading to be flown may be specified.
- (8) State the standard phraseology used when necessary to assign a crossing altitude that differs from the SID altitude.
- (9) State the requirement that is applicable when route or altitude in a previously issued clearance is amended.
- (10) State the standard phraseology used to assign frequency and beacon code information to departing IFR aircraft.
- (11) Match beacon codes with the appropriate IFR departure categories.
- (12) List the conditions that must be met in order to issue an abbreviated departure clearance.
- (13) State the conditions and standard phraseology used to issue SVFR clearances.
- (14) State the conditions and standard phraseology used to issue a VFR/OTP clearance.
- (15) Select the provisions that should be included in gate hold procedures.
- (16) Select the provisions that should be included in pretaxi clearance procedures.

b. Local Clearance Delivery.

- (1) Describe the procedures and phraseology pertaining to:
 - (a) Gate hold procedures.
 - (b) Delivery of clearances.
- (2) Explain the procedures and coordination requirements for:
 - (a) Processing flight progress strips.

- (b) Processing flight plans.
 - (c) Processing clearance requests.
 - (3) Explain the application of all position-related items in:
 - (a) LOAs.
 - (b) Directives.
 - (c) Position binders.
 - (4) Explain ARTS/STARS data entry functions (if applicable).
 - c. Procedures. Describe the procedures for conducting/receiving position relief briefings.
- 2. OJT.** Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job functions listed in Appendix 2 of this order.

SECTION 5. STAGE IV: GROUND CONTROL POSITION TRAINING (Course 55062)

GENERAL: The purpose of this development stage is to prepare the individual for ground control position qualification and certification.

This stage of training is administered in two parts: classroom instruction and OJT.

PREREQUISITE: Successful completion of Stage II Classroom Training.

CLASSROOM TRAINING: The classroom portion of training is administered using lesson plans developed by the FAA Academy and the facility and conducted under the direction of the TA. In some facilities, classroom training for more than one area may be taught at the same time (e.g., ground and local control). In these situations, lesson plans should be developed accordingly.

If a terminal facility does not have a support staff to conduct classroom instruction, the facility is responsible for developing self-study materials that will cover all of the required subject matter.

OJT: After successful completion of classroom training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order

1. CLASSROOM TRAINING.

a. Part I—Ground Control Information.

(1) Introduction/Overview. The individual shall be provided pertinent information concerning his/her working environment.

- (a) Airport layout-related knowledge.
- (b) Cab layout-related knowledge.
- (c) LOAs, facility directives, orders, notices, performance standards, and position responsibilities.
- (d) Radio/interphone equipment-related knowledge.

(2) Aircraft Recognition and Characteristics. The individual shall successfully demonstrate the skills listed below in accordance with Orders 7110.65 and 7340.1:

- (a) Define categories of aircraft and the terminology associated with aircraft operating characteristics.
- (b) Identify the general recognition features used in aircraft identification.
- (c) Explain the methods used to assign aircraft designators and names.
- (d) Recognize selected civil aircraft and determine the category.
- (e) Identify selected military aircraft.
- (f) Identify selected helicopters.

(3) Airport Utilization. The individual shall successfully demonstrate the skills listed below in accordance with Orders 7110.65 and 7210.3, local facility directives, and local airport procedures:

- (a) State the weather criteria that determine the activation of the system localizer and glideslope critical area restrictions.
- (b) Assign the proper runway for departures at airports that do not have a runway-use program.
- (c) Explain the purpose of formal and informal runway-use programs.
- (d) State wind velocity criteria when describing the wind as calm.
- (e) Define the conditional uses of and criteria for initiating intersection takeoffs.
- (f) Describe the physical location of the airport diagram.

(4) Console Instruments. The individual shall successfully demonstrate the skills listed below in accordance with Orders 6560.10, Runway Visual Range, 7110.65, 7210.3, and Order 7900.5:

- (a) Determine how to cross-check wind indicators.
- (b) Identify a wind instrument error.
- (c) Determine the requirements for aneroid setting indicators (ASI) and mercurial barometer.
- (d) Describe the requirements for altimeter comparison checks of ASI, digital ASI (DASI), and ASOS instruments.
- (e) Determine when to inform Airway Facilities personnel of altimeter (ASI/DASI) instrument outages.
- (f) Identify the basic units of an RVR system.
- (g) Use correct terminology when reporting RVR values and RVVs.
- (h) Determine valid readings from an RVR digital readout.
- (i) Describe alternative procedures used when the RVR is inoperative.

(5) Ground Control Procedures and Taxi Information and Clearances. This section is presented in two parts: 1.) ground control procedures, and 2.) taxi information and clearances. The individual shall successfully demonstrate the skills listed below in accordance with Order 7110.65:

- (a) Ground Control Procedures.
 - 1 Define a movement area.
 - 2 State the basis for providing airport traffic control service.
 - 3 State the first-priority duty of ground control.
 - 4 List the meanings of visual light signals used in conjunction with ground traffic operations.
 - 5 State the pilot receiver-only acknowledgment procedures for fixed-wing aircraft and helicopters.
 - 6 State the procedures and phraseology for describing vehicles, equipment, or personnel on the movement area.

- 7 State the procedures and phraseology for describing the relative position of ground traffic.
- 8 List the phraseology used to approve or disapprove operational requests.
- 9 Differentiate between the meanings of the words “expedite” and “immediately” when used in ATC instructions.
- 10 State certain clearances to avoid in ground operations when applying wake turbulence procedures.
- 11 State the requirements and phraseology used to inform a pilot of an observed abnormal aircraft condition.
- 12 State the terms used to describe braking action.
- 13 State the requirements for issuing airport condition information to a pilot.
- 14 Select the airport conditions that warrant issuance of airport condition information.
- 15 State the phraseology used to describe aircraft identifications.
- 16 State the phraseology used to describe types of aircraft.
- (b) Taxi Information and Clearance.
- 1 List, in sequence, the radio message format for initiating and replying to communication with an aircraft.
- 2 State the procedures and phraseology for transferring radio communications.
- 3 State the coordination requirements between ground control and local control, including those for the prevention of “runway incursion.”
- 4 State the procedures and phraseology for formulating and issuing taxi information and clearances, including information and clearances for taxiing helicopters.
- 5 Select the phraseology that excludes conditional phrases.
- 6 List the methods used by ground control to determine the position of an aircraft.
- 7 State the requirements and phraseology for runway visibility reporting.
- 8 State the requirements for issuing departure information.

9 State the departure information that may be omitted if the pilot states “Have Numbers” or the appropriate ATIS code.

10 State who is responsible for the movement of aircraft or vehicles within loading, maintenance, or parking areas.

(6) Emergency Procedures and Unusual Situations. This section is presented in two parts: 1) determination and use of procedures in emergency situations, and 2) procedures used for handling unusual situations that require special handling but are not classified as emergencies. The individual shall successfully demonstrate the skills listed below in accordance with Orders 7110.65 and 7210.3:

(a) Emergency procedures.

1 Describe in general terms when an emergency exists.

2 State the basis for the type of assistance needed in an emergency situation.

3 List four individuals who may make a determination that a potential or actual emergency exists.

4 Identify who is responsible for handling a ground emergency after the alert has been initiated and for determining the emergency vehicle route.

5 State what action is required by ground control when a ground emergency occurs outside the airport proper.

(b) Unusual situations.

1 State to whom suspicious activity regarding the use of aircraft will be reported.

2 State the procedures to follow when the pilot of Presidential or Vice Presidential aircraft makes a request concerning the movement of the aircraft.

3 Define the meaning of the code phrase “Safe Air One.”

4 State the action to take when called by an experimental aircraft that intends to depart.

5 State the procedure to follow when information is received concerning an aircraft bomb threat.

b. Part II—Site-Specific Ground Control Information.

(1) Position-Associated Equipment. The individual shall utilize and apply procedures for ground control position equipment including:

- (a) Radio/telephone main and standby equipment.
 - (b) NOTAM and weather-posting locations.
 - (c) FDIO printer and keyboard.
 - (d) ATIS recording equipment.
 - (e) RVR digital panel, RVR meter, and/or RVV meter.
 - (f) Visibility chart.
 - (g) Airport status board.
 - (h) Light gun.
 - (i) BRITE/DBRITE/Tower Display Workstation (TDW).
 - (j) Airport Surface Detection Equipment (ASDE).
 - (k) Airport ground lighting.
 - (l) Approach lighting systems.
 - (m) Obstruction lighting.
 - (n) Personnel safety equipment.
 - (o) ARTS/STARS.
- (2) Procedures.
- (a) The individual shall explain the application of procedures contained in the following publications as they pertain to the ground control position:
- 1 FAA orders and/or handbooks.
 - 2 Facility directives and memoranda.
 - 3 LOAs.
 - 4 Reading binder.
 - 5 AIM.
 - 6 Search and rescue procedures.

(b) Describe procedures for conducting/receiving position relief briefings.

c. Evaluation.

(1) Part I Test. The individual shall complete an examination on the material contained in Part I.

(2) Given a blank diagram of your airport, and in accordance with local directives and local airport procedures, the individual shall be able to:

(a) Draw the airport movement area and label movement areas that are not visible to the tower.

(b) Label the users, uses, and/or restrictions for gates, concourses, or parking areas.

(c) Label each taxiway with a designator and label as “preferential” those used as inbound and/or outbound routes for each runway.

(d) List any taxiways that are limited in use and the restrictions that apply.

(e) Label the “special use” areas, such as compass rose, bomb threat, runways, and hazardous cargo.

(f) List the runways included in a runway-use program and tell whether the program is formal or informal.

(g) Label the area(s) designated as short takeoff and landing (STOL) runway(s) and state the requirements and conditions for use.

(3) Airport Layout. Given an unlabeled chart of the airport layout depicting runways, airport movement areas, and structures, and in accordance with local procedures, the individual shall:

(a) Indicate airport elevation and point of reference.

(b) Identify landing and takeoff areas as follows:

1 Runways, including:

(aa) Number and magnetic heading.

(bb) Surface composition (other than hard surface).

(cc) Marking special or restrictive use:

- STOL.
- Closed portions.
- Displaced thresholds.

- (dd) Length and width.
- (ee) Distance remaining from intersections.
- (ff) Lighted or unlighted, arresting barriers/cable systems.

2 Helicopter pad(s), including:

- (aa) Location(s).
- (bb) Identification.
- (cc) Marking.

(c) Identify the following areas and indicate whether they are movement areas or nonmovement areas:

1 Taxiways:

- (aa) Width.
- (bb) Number and identification.
- (cc) Lighted or unlighted.
- (dd) Restrictions:
 - Inbound.
 - Outbound.

2 Ramp and gate locations:

- (aa) Itinerant.
- (bb) Air taxi.
- (cc) Fixed-base operations.
- (dd) Air carrier.
- (ee) Military.
- (ff) Cargo.
- (gg) Helicopter.

(hh) Restrictions:

- Time.
- Weight.
- Size.

3 Special-use areas:

(aa) Runup and “jet blast walls.”

(bb) Compass rose.

(cc) Bomb detection.

(dd) Explosive cargo.

(ee) VOR checkpoints.

(d) Identify structures and support facilities, including:

1 Emergency equipment.

2 Hangars:

(aa) Fixed base.

(bb) Air carrier.

(cc) Military.

(dd) Private.

3 Building and facilities—terminals:

(aa) Main.

(bb) Air carrier.

(cc) Itinerant and air taxi.

(dd) Military.

(ee) Cargo.

- 4 FAA facilities:
 - (aa) Tower.
 - (bb) Radar site.
 - (cc) Transmitter and receiver site.
 - (dd) Transmissometer site.
 - (ee) FSS/AFSS.
 - (ff) Flight Standards field elements.
 - (gg) Airway Facilities field elements.
 - (hh) Airport district office.
- 5 Customs.
- 6 Security.
- 7 Airport management:
 - (aa) Offices.
 - (bb) Maintenance.
- 8 Weather Service Office.

2. OJT. Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job functions listed in Appendix 2 of this order.

SECTION 6. STAGE V: LOCAL CONTROL/CAB COORDINATOR POSITION TRAINING (Course 55063)

GENERAL: The purpose of this development stage is to prepare the individual for local control position qualification and certification and cab coordinator position qualification and certification.

This stage of training is administered in two parts: classroom instruction and OJT.

PREREQUISITE: Successful completion of Stage II Classroom Training.

CLASSROOM TRAINING: The classroom portion of training is administered using lesson plans developed by the FAA Academy and the facility and conducted under the direction of the TA.

If a terminal facility does not have a support staff to conduct classroom instruction, the facility is responsible for developing self-study materials that will cover all of the required subject matter.

OJT: After successful completion of classroom training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. CLASSROOM TRAINING.

a. Part I—Local Control Information.

(1) Introduction/Overview. The individual shall be provided pertinent information concerning his/her working environment. The instructor must determine what local facility and area information is pertinent for individuals training at each facility. The suggested areas of study are outlined as follows:

(a) Terminal area local procedures.

(b) LOAs, facility directives, orders, notices, performance standards, and position description and responsibilities.

(c) Radio/interphone equipment. Training programs in previous sections have covered the required knowledge in this area. That knowledge and OJT will enable individuals to perform the duties of local control in a more efficient manner.

(2) Airport Lighting. The individual shall successfully demonstrate the skills listed below in accordance with Orders 7110.65 and 7340.1, AIM, AC 150/5345-46, and local directives:

(a) State when airport and heliport (rotating) beacons and obstruction lights are operated, and recognize them by color and characteristics.

(b) Determine the hours of operation, color, intensity, and emergency operation of runway and taxiway lights.

(c) List the requirements for the operation of high-speed turnoff lights.

(d) Identify the methods and procedures for operation of high- and medium-intensity runway lights, runway centerline lights, and touchdown zone lights.

(e) State the requirements for the operation of approach lights, sequenced flashing lights, visual approach slope indicators, and runway end identifier lights.

(3) Separation Minimums. This section is presented in five parts: 1) runway separation, 2) simultaneous operations on parallel runways, 3) helicopter separation, 4) initial IFR separation, and 5) visual separation. The individual shall successfully demonstrate the skills listed below in accordance with Orders 7110.65 and 7210.3:

(a) List the three aircraft categories and describe the type of aircraft included in each category.

(b) Determine the proper separation between a departing aircraft and another aircraft using the same runway.

- (c) Determine when takeoff clearance or landing clearance may be issued, anticipating that prescribed separation will exist.
 - (d) Determine when a small aircraft may take off behind a departing large aircraft from an intersection on the same runway.
 - (e) Determine the proper separation between an arriving aircraft and another aircraft using the same runway.
 - (f) Determine the proper separation for aircraft using intersecting runways.
 - (g) State when arriving touch-and-go, stop-and-go, and low-approach aircraft are considered departing aircraft.
 - (h) Determine when a low approach of not less than 500 feet above the runway may be authorized.
 - (i) State the conditions that must be met when authorizing simultaneous operations on parallel runways.
 - (j) Determine the proper separation between a departing or arriving helicopter and another helicopter.
 - (k) Determine the initial IFR separation required for:
 - 1 Successive departing aircraft.
 - 2 Departing and arriving aircraft.
 - (l) Identify procedures governing VFR departure of IFR aircraft.
 - (m) Describe the two methods of applying visual separation.
 - (n) Describe the traffic situations for which a VFR tower may be authorized to provide visual separation.
- (4) Heavy Jet/Wake Turbulence Separation Procedures. The individual shall successfully demonstrate the following skills listed below in accordance with Order 7110.65 and AC 90-93, Operating Procedures for Airport Traffic Control Towers That Are Not Operated by, or Under Contract With, the United States (Non-Federal):
- (a) Determine minimum separation standards that apply to aircraft following large/heavy jet aircraft.
 - (b) Determine when to give wake turbulence advisories.
 - (c) Use correct phraseology when giving wake turbulence cautionary advisories.

(5) Control Procedures—Landing, Spacing, and Sequencing. The individual shall successfully demonstrate the skills listed below in accordance with Order 7110.65:

- (a) Determine what information should be included in a clearance to hold VFR aircraft.
- (b) Select the phraseology for establishing the sequence of arriving and departing aircraft by requiring them to adjust flight or ground operation in order to achieve proper spacing.
- (c) Select the phraseology to authorize an aircraft to make a touch-and-go.
- (d) Match the components of a standard traffic pattern with their definitions.
- (e) Identify the basis for providing ATC service.
- (f) Determine when to provide preventive control service.
- (g) Determine procedures governing an overhead approach.
- (h) State arrival/landing information that may be omitted if the pilot states “Have Numbers” or the appropriate ATIS code.
- (i) Determine the priority of service provided between aircraft practicing instrument approaches and itinerant aircraft.

(6) Control Procedures—Runway Use and Related Information. The individual shall successfully demonstrate the skills listed below in accordance with Order 7110.65:

- (a) Select the phraseology for instructions to aircraft arriving/departing simultaneously on intersecting runways and to arriving aircraft exiting the runway after landing.
- (b) Select the phraseology for issuing wind information and for canceling takeoff clearance.
- (c) Select the procedure to use when it appears that an aircraft is in violation of an FAR.
- (d) Determine when to hold aircraft short of the ILS critical areas.
- (e) State when local control must issue the prevailing visibility and RVR/RVV to arriving aircraft.
- (f) Determine when to instruct a departing IFR aircraft to contact departure control.
- (g) Select the terms describing the quality of braking action.

- (h) Determine the procedures to use when issuing clearance to land to an aircraft that is *not* in sight.
- (i) Determine when to issue cautionary wake turbulence advisories, wind-shear information, safety alerts, and bird advisories.
- (j) Determine under what conditions an aircraft may be authorized to cross the class D airspace at an airspeed in excess of 250 knots.
- (k) Identify procedures governing a VFR departure of an IFR aircraft and procedures governing a closed/unsafe runway.
- (7) Helicopter Aerodynamics. This section is presented in two parts: 1) the forces acting on a helicopter and the factors affecting its various maneuvers, and 2) the functions of the controls used during helicopter flight. The individual shall successfully demonstrate the following skills in accordance with AC 61-13:
- (a) Identify the four forces acting on a helicopter.
- (b) State the factors affecting the various maneuvers of a helicopter.
- (c) State the functions of the four controls used during helicopter flight.
- (8) SVFR—Fixed-Wing Aircraft/Helicopters. The individual shall successfully demonstrate the skills listed below in accordance with Order 7110.65:
- (a) Determine where, when, and under what conditions SVFR may be authorized.
- (b) Explain the basis for approval of SVFR operations.
- (c) State the proper phraseology for approving SVFR flights into, out of, through, or within a surface area.
- (d) Apply minimum separation between fixed-wing SVFR aircraft, fixed-wing SVFR and IFR aircraft, SVFR helicopters, and SVFR helicopters and IFR aircraft.
- (e) State the weather minimums applicable to both fixed-wing aircraft and helicopters requesting SVFR clearances and the required controller actions when less than minimum weather conditions exist.
- (f) Specify the priority afforded IFR aircraft over those requesting SVFR clearances, and the procedures to inform SVFR flight of the delay.

(9) Emergency Procedures and Unusual Situations. This section is presented in two parts: 1) emergency situations and the procedures to determine a course of action, and 2) unusual situations not covered by standardized rules. The individual shall successfully demonstrate the skills listed below in accordance with FAR, Part 105; Orders 7110.10, 7110.65, and 7210.3; local directives; and LOAs:

- (a) Identify emergency situations and select a course of action.
- (b) State minimum required information for inflight emergencies.
- (c) Determine required notifications.
- (d) Identify the five methods of aircraft orientation.
- (e) Determine when to exercise priority or special handling.
- (f) Determine a course of action for operations that are not normally encountered on a routine basis.

(10) BRITE/DBRITE/TDW. The individual shall successfully demonstrate the skills listed below in accordance with TM-14-2 (BRITE I and II/DBRITE), or STARS Operator Manuals TI 6191.409 or TI 6191.411, Orders 7110.65 and 7210.3, and ETM-12-0-1 (Fundamentals of Primary and Secondary Surveillance Radar):

- (a) Define terms associated with primary radar and the ATC radar beacon system.
- (b) List the basic components of BRITE/DBRITE/TDW.
- (c) Select and match BRITE/DBRITE/TDW controls with their functions.
- (d) Select the correct procedures used in the operation of BRITE/DBRITE/TDW by tower controllers.

(11) Wind Effects. This section is presented in two parts: 1) basic wind theory, operations under normal circumstances, and the characteristics of hazardous wind; and 2) wind shears and wind-shear detection equipment. The individual shall successfully demonstrate the following skills in accordance with AC 00-6A and AC 61-23:

- (a) Define the forces that govern wind circulation.
- (b) Identify conditions associated with hazardous weather, including:
 - 1 Air masses and fronts.
 - 2 Turbulence.
 - 3 Clear air turbulence.

- 4 Thunderstorms.
- 5 Tornadoes.
- 6 Hurricanes.
- 7 Wind Shear
- 8 Micro Burst

b. Part II—Local Control Functions.

(1) Position-Associated Equipment. The individual shall utilize and apply procedures for local control position equipment including:

- (a) Radio/telephone, main, and standby equipment.
- (b) ARTS/STARS.
- (c) Teleautograph or electrowriter.
- (d) NOTAM and weather-posting location.
- (e) ATIS recording equipment.
- (f) FDIO printer and keyboard.
- (g) RVR digital panel, RVR meter, and/or RVV meter.
- (h) Airport status board.
- (i) Light gun.
- (j) ASDE.
- (k) Airport ground lighting.
- (l) Approach lighting systems.
- (m) Obstruction lighting.
- (n) Visibility chart.
- (o) Arresting barriers/cable systems.
- (p) Personnel safety equipment.
- (q) NAVAID monitoring panel.

- (2) Procedures. The individual will:
- (a) Explain the application of procedures contained in the following publications as they pertain to the local control position:
- 1 FAA orders and/or handbooks.
 - 2 Facility directives and memorandums.
 - 3 LOAs.
 - 4 Reading binder.
 - 5 AIM.
 - 6 Search and rescue procedures.
- (b) Describe procedures for conducting/receiving position relief briefings.
- (3) BRITE/DBRITE/TDW. The individual shall utilize and apply the operational procedures for BRITE/DBRITE/TDW by:
- (a) Matching components with function or feature.
 - (b) Matching control knobs/panels with their functions.
 - (c) Matching adjustment steps with their expected results.
 - (d) Describing primary and secondary surveillance radar.
 - (e) Describing radar phenomena.
 - (f) Identifying radar operations.
 - (g) Describing beacon code assignment procedures.
 - (h) Describing radar identification and handoff procedures.*
 - (i) Explaining radar separation.*
 - (j) Explaining departure/arrival procedures as they relate to the local control position.*
 - (k) Describing radar additional services.*
 - (l) Describing emergency procedures.*
 - (m) Describing the stages of radar service.*

- (n) Describing procedures for the transition from radar to nonradar control.*

* These items must be covered at facilities that use BRITE/DBRITE/TDW for IFR separation

NOTE: Facilities that use BRITE/DBRITE/TDW for IFR separation must provide the terminal radar qualification examination as part of the local control certification. Individuals who have previously completed these examinations successfully need not retake them at a new facility.

The Terminal Radar Qualification examination, CBI 55503, is distributed on the CBI national distribution. Successful completion requires a minimum score of 70 percent.

(4) ARTS. Using a simulated keyboard and quick-reference card pertaining to the operation of the ARTS system, the individual shall be able to:

- (a) List the units of equipment in the ARTS operational system.
- (b) List the principles of computer operation.
- (c) Define terms associated with ATC computer operation.
- (d) Interpret computer-generated data.
- (e) Identify associated and unassociated alphanumeric data.
- (f) Identify tabular data areas.
- (g) Recognize message error indications and system malfunction codes.

c. Evaluation.

- (1) Part I Test. Complete an examination of the material covered in Part I.
- (2) Airport Layout Map. Complete an airport layout map according to the criteria listed in Section 5, paragraph 1c(3) of this appendix. If the map has already been completed for ground control training, it does not have to be repeated.
- (3) Terminal Area Map/Video Map. Given an unlabeled chart of the immediate terminal area depicting the surface areas, appropriate class B, C, and D airspace, topographical features, points of reference, and other airports, the individual shall identify the following:
 - (a) Dimensions of all surface areas.
 - (b) All airports and landing areas.
 - (c) Instrument approach aids.

- (d) Visual reporting points.
 - (e) Topographical features.
 - (f) Obstructions.
 - (g) Class B, C, and D airspace dimensions and altitudes, as appropriate.
 - (h) Restricted and prohibited areas.
 - (i) Any additional items as determined by the facility manager.
- (4) Approach Chart Information. Given unlabeled approach plates, the individual shall label the following:
- (a) Initial altitude at approach fix.
 - (b) Procedure turn—direction from course.
 - (c) Final altitude until final approach fix (FAF).
 - (d) Heading—final approach course.
 - (e) Minimum descent altitude (MDA), height above touchdown (HAT), height above airport (HAA), and decision height (DH).
 - (f) Missed approach.
 - (g) Weather minimums.
- 3. OJT.** Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job functions listed in Appendix 2 of this order.

SECTION 7. STAGE VI: NONRADAR TERMINAL CONTROL (Course 55064)

GENERAL: The purpose of this development stage is to prepare the individual for qualification and certification using nonradar procedures.

This stage of training is administered in three parts: classroom, simulation, and OJT.

CLASSROOM/SIMULATION

This training is administered using lesson plans developed by the FAA.

TRAINING:

Academy and the facility and conducted under the direction of the TA. In some facilities, classroom training for more than one position may be taught at the same time. In these situations, lesson plans should be developed accordingly.

If a terminal facility does not have a support staff to conduct classroom instruction, the facility is responsible for developing self-study materials that will cover all of the required subject matter.

OJT:

After successful completion of classroom and simulation training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. CLASSROOM/SIMULATION TRAINING.

a. Part I—Nonradar Terminal Control Position. This instructional presentation shall prepare the individual to perform the following nonradar control functions in accordance with local directives; AC 61-27, Instrument Flying Handbook; and Orders 7110.65 and 7930.2:

- (1) Draw the terminal area map.
- (2) Identify and use IFR and VFR rules.
- (3) Apply separation standards.
- (4) Describe the use of the TERPs Manual.
- (5) Apply approach/departure procedures and minimum instrument approach altitudes.
- (6) Issue clearances, advisories, and control information using approved phraseology and proper format.
- (7) Review flight data for accuracy.
- (8) Relay weather reports and NOTAMs.
- (9) Receive and post flight progress reports.
- (10) Analyze traffic situations for potential conflicts.
- (11) Apply interfacility/intrafacility coordination requirements.
- (12) Provide flight assistance services.

b. Part II—Equipment and Procedures.

(1) Position-Associated Equipment. Utilize and apply procedure for nonradar approach control position equipment including radio/telephone, main, and standby equipment.

(2) Procedures.

(a) Explain the application of procedures contained in the following publications as they pertain to the nonradar terminal control position:

- 1 FAA orders and/or handbooks.
- 2 Facility directives and memoranda.
- 3 LOAs.

- 4 Position binders.
- 5 AIM.
- 6 Search and rescue procedures.

(b) Describe procedures for conducting/receiving position relief briefings.

c. Evaluation.

(1) Terminal Control Information.

(a) Given an unlabeled chart of local area depicting low-altitude and high-altitude airway structures and NAVAID symbols, and in accordance with local directives, the individual shall draw and identify:

- 1 All items required on the flight data area map.
- 2 Primary and secondary holding fixes.
- 3 Holding patterns and altitudes.
- 4 Minimum safe altitudes.

(b) Given unlabeled approach plates, the individual shall fill in or label the following:

- 1 Transitions.
- 2 Transition altitudes.
- 3 Initial altitude at approach fix.
- 4 Procedure turn—direction from course.
- 5 Final altitude until FAF.
- 6 Heading—final approach course.
- 7 MDA, HAT, HAA, and DH.
- 8 Missed approach.
- 9 Weather minimums.

d. Control Problem Administration.

(1) In either a radar or nonradar facility, the individual shall be given a series of locally prepared comprehensive control problems of progressively increased complexity.

(2) Each nonradar facility shall administer nonradar control problems. The individual shall satisfactorily demonstrate the ability to control 15 or more IFR operations per hour on the last problem. The number of control problems shall be determined by the TA based upon individual needs.

(3) Each radar facility shall develop and administer radar-to-nonradar transition problems consistent with operational needs, as contained within local emergency contingency directives. Emphasis shall be placed on transition from the primary source of radar information to the primary backup mode and vice versa. Training shall ensure that personnel are knowledgeable in the procedures used to transition to the backup mode and that personnel can apply separation standards applicable to that mode.

(4) The control problems shall include traffic situations that involve:

- (a) Arrivals versus arrivals.
- (b) Departures versus departures.
- (c) Arrivals versus departures.
- (d) Arrivals versus ARTCC airspace and overflights.
- (e) Arcs versus holding pattern airspace.
- (f) Loss of communication.
- (g) Emergency procedures.
- (h) SVFR procedures.

e. Simulation Evaluation.

(1) Simulation evaluation scenarios shall be administered at regular intervals during the simulation segment of training. The evaluations shall be pass/fail. If the individual does not meet the requirements for successful completion of the scenario, the TA may determine that skill enhancement training is warranted. The skill enhancement training may include:

- (a) Classroom instruction,
- (b) CBI lessons, and/or
- (c) Instructional scenarios.

Skill enhancement training shall be followed by a re-evaluation scenario at the same complexity level as that at which the failure occurred.

(2) If the individual does not meet the requirements for successful completion of the evaluation scenario, the provisions of FAPM Letter 330-1 shall be followed.

NOTE: A Training Review is not required for classroom or simulation training failure.

2. OJT. Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job functions listed in Appendix 2 of this order.

SECTION 8. STAGE VII: RADAR CONTROL (Course 55065)

GENERAL: The purpose of this development stage is to prepare the individual for radar control position qualification and certification.

This stage of training is administered in three parts: classroom, simulation, and OJT.

PREREQUISITE: Successful completion of Stage VI.

CLASSROOM/SIMULATION TRAINING: This training is administered using lesson plans developed by the FAA Academy and the facility and conducted under the direction of the TA. In some facilities, classroom training for more than one position may be taught at the same time. In these situations, lesson plans should be developed accordingly.

If a terminal facility does not have a support staff to conduct classroom instruction, the facility is responsible for developing self-study materials that will cover all of the required subject matter.

OJT: After successful completion of classroom and simulation training, OJT shall be conducted in the operational environment in accordance with Chapter 3 of this order.

1. CLASSROOM/SIMULATION TRAINING.

a. Part I—Radar Terminal Control Position.

(1) Given job-like situations pertaining to the operation of the radar approach control position, the individual shall successfully demonstrate the skills listed below in accordance with ETM-12-0-1 and Order 7110.65:

- (a) Describe primary and secondary surveillance radar.
- (b) Describe radar phenomena.
- (c) Identify radar operations.
- (d) Describe radar identification, handoffs, and beacon code assignment procedures.
- (e) Explain radar separation.
- (f) Explain departure/arrival procedures.
- (g) Describe radar additional services.
- (h) Describe emergency procedures.
- (i) Describe the stages of radar service.
- (j) Describe procedures for the transition from radar to nonradar control.

(2) At ARTS-IIIA- and ARTS-IIIE-equipped facilities, given a simulated keyboard and quick-reference card pertaining to the operation of the ARTS IIIA or IIIE system, the individual shall successfully demonstrate the skills listed below in accordance with TM-11-4 (Students Reference Manual):

- (a) List the units of equipment in the ARTS IIIA or IIIE operational system.
- (b) List the principles of computer operation.
- (c) Define terms associated with ATC computer operation.
- (d) Interpret computer-generated data.
- (e) Identify associated and unassociated alphanumeric data.
- (f) Identify tabular data areas.
- (g) Recognize message error indications and system malfunction codes.

b. Part II—Equipment and Procedures.

(1) Position-Associated Equipment. The individual shall utilize and apply procedures for:

- (a) Radar indicators.
- (b) ARTS equipment, including local and regional adaptations.
- (c) Radio/telephone, main, and standby equipment.
- (d) Personnel safety equipment.
- (e) Radar system master control panel.
- (f) Other.

(2) Procedures. The individual shall:

(a) Explain the application of procedures contained in the following publications as they pertain to the radar control positions:

- 1 FAA orders and/or handbooks.
- 2 Facility directives and memorandums.
- 3 LOAs.
- 4 Position binders.
- 5 AIM.
- 6 Search and rescue procedures.

(b) Describe procedures for conducting/receiving position relief briefings.

c. Evaluation.

(1) The individual shall be able to pass the radar qualification examination.

(2) At ARTS-IIA-equipped facilities, the Terminal Field Course package available from the FAA Academy shall be administered to the individual.

(3) At ARTS-equipped facilities, the individual shall be able to pass the facility-developed ARTS examination.

- (4) Given an unlabeled video map/overlay, the individual shall identify all items, plus:
 - (a) Minimum vector altitudes.
 - (b) Significant terrain areas and obstructions.
 - (c) Primary radio frequencies for radar positions and adjacent control facilities.
 - (d) Other items as determined by the facility.

(5) If the individual does not meet the requirements for successful completion of the examinations, the TA may determine that additional training is warranted.

- (a) This training may include:

- 1 Additional classroom instruction and/or
- 2 CBI training.

(b) If the individual does not meet the requirements for successful completion after additional training, the provisions of FAPM Letter 330-1 shall be followed.

d. Radar Control Problem Administration. Radar simulation training is being administered at terminal facilities utilizing the simulation capabilities of the ARTS/STARS equipment. This gives the developmental an opportunity to learn and demonstrate, under simulated conditions, all the knowledge and skills required of a CPC.

- (1) General.

(a) At facilities where simulation equipment (e.g., ETG, TTG, etc.) is available, the TA shall determine the number of radar simulation training scenarios that the individual will complete. Periodic evaluation scenarios shall be conducted to determine the individual's progress through the completion of the scenarios.

Example: The TA may require the administration of 18 simulation training radar problems, with numbers 6, 10, 14, and 18 as pass/fail evaluations.

(b) It is necessary to complete scenarios at the lowest complexity level first and progressively work up to the highest. Scenarios at a given complexity level may be administered in any order to provide variation. The developmental shall be required to complete training on a given set of radar control problems similar to those in the first operational position. This requirement will ensure the developmental's exposure to the many prescribed special events and control situations that could occur.

(c) After completion of training on the first radar position, the developmental's progress shall be reviewed and the number of problems required on any succeeding position shall be mutually agreed upon by the facility support staff and operations supervisor.

(d) Simulation problems shall be counted as classroom hours.

(e) Up to 1 hour shall be allotted for the radar control problems. This does not include the time spent for briefing and critique. The instructor is not precluded from terminating the simulated problem prior to the time indicated if it has been determined that the maximum instructional benefit of the problem has been derived.

(f) The results of the individual's performance during each scenario shall be recorded on FAA Form 3120-25 and discussed with the individual (see Appendix 2, pages 5 and 6 of this order). Forms used during the evaluation scenario shall be retained and filed in the individual's training folder.

(2) Control Problem Development.

(a) Definitions.

1 Volume level: A measure of specialized activity expressed as a percentage of the maximum number of operations an CPC is expected to handle at each operational position.

2 Complexity: Factors, other than traffic volume, experienced in controlling traffic at a given operational position.

(b) General Objectives. To achieve standardization of volume level and problem complexity for all field facilities, the following problem development procedures have been established:

1 Control problems shall be developed for each operational position starting at the 50 percent volume level and progressively increasing to the 110 percent volume level. The additional 10 percent will be added to ensure that the developmental encounters a greater volume of traffic than he/she will normally be expected to control.

2 The formula is based on 110 percent traffic volume from an average period of a busy day (as defined and validated by the facility).

3 To protect problem integrity, some variations of the problem should be made. Changes in aircraft identifications, equipment types, altitudes, and times are usually adequate for developing problem variations. Selecting random aircraft for special situations will also add depth to problem variations.

4 The instructor shall determine the weather, flight conditions, VFR traffic, and any abnormal conditions that may affect the overall problem complexity and controller workload. The instructor shall simulate these conditions as nearly as possible to add realism to the problem.

5 The instructor shall randomly incorporate pilot readback errors throughout the radar control problems. These are intentional readback errors made by ghost pilots to the developmental in order to evaluate the developmental's listening skills.

6 All control problems shall have specific objectives and be directed toward developing the knowledge and ability of those receiving the training. The instructor shall ensure that all problem objectives are met.

7 The instructor shall introduce operations or situations that directly relate to problem complexity. Normally it is more effective to introduce these complexity factors at a lower volume level to facilitate learning the associated procedure. If normal operational requirements dictate predetermined changes in runway or airspace configurations or changes in services provided at an operational position which affect complexity, separate problems should be administered for each change. Each problem shall state objectives, volume level, and complexity factors. Where applicable, ASR approaches shall be conducted as part of this training.

8 Positive and methodical steps must be taken when developing simulated radar control problems. Complexity, special control events, abnormal traffic situations, weather conditions, script development, and Instructor Guides need to be considered to achieve the desired problem objectives.

(c) Simulation Training Problem Objectives. Each problem may contain one or more of the duties listed below. By the completion of this training, the developmental shall have independently performed all applicable duties.

- 1 Provide VFR traffic advisories.
- 2 Provide no-gyro vectors.
- 3 Control missed approaches.
- 4 Recognize weather on a radar display and advise aircraft concerned.
- 5 Vector aircraft around weather (if applicable).
- 6 Handle airfiles.
- 7 Recognize an aircraft with an inoperative transponder.
- 8 Issue speed control instructions.

- 9 Issue visual approaches.
- 10 Apply appropriate radio failure procedures.
- 11 Recognize when an aircraft is being hijacked and apply correct procedures.
- 12 Transition from ARTS failure to primary and secondary radar.
- 13 Resolve one emergency situation.
- 14 Transition from radar to nonradar separation due to radar failure.
- 15 Provide separation and service to an aircraft dumping fuel.
- 16 Apply additional facility-identified procedures.
- 17 Transition from STARS failure to emergency service level (ESL)

Special situations should not be limited to those shown but should also include situations initiated by facility instructors.

NOTE: The guidelines outlined above have been proven to be most desirable when developing control problems. There may be other methods, such as obtaining 1 hour's traffic from the actual position and administering it as a control problem. There are pitfalls to this type of problem development because of the wide variance of traffic situations that do not always provide typical air traffic occurrences.

(3) Simulation Evaluation.

(a) Simulation evaluation scenarios shall be administered at regular intervals during the simulation segment of training. The evaluations shall be pass/fail. If the individual does not meet the requirements for successful completion of the scenario, the TA may determine that skill enhancement training is warranted. The skill enhancement training may include:

- 1 Classroom instruction,
- 2 CBI lessons, and/or
- 3 Instructional scenarios.

Skill enhancement training shall be followed by a re-evaluation scenario at the same complexity level as that at which the failure occurred.

(b) If the individual does not meet the requirements for successful completion of the evaluation scenario, the provisions of FAPM Letter 330-1 shall be followed.

NOTE: A Training Review is not required for classroom or simulation training failure.

2. OJT. Through OJT, the developmental shall demonstrate the ability to satisfactorily perform the applicable job functions listed in Appendix 2 of this order.

APPENDIX 7

TRAFFIC MANAGEMENT INSTRUCTIONAL PROGRAM GUIDE

SECTION 1. INTRODUCTION

This IPG includes information about the following two development stages:

- I. FAA Academy Training (Course 50115).**
- II. Facility Traffic Management Coordinator Training (Course 55116).**

SECTION 2. STAGE I: FAA ACADEMY TRAINING TRAFFIC MANAGEMENT TRAINING (COURSE 50115)

GENERAL: The purpose of this stage is to train Certified Professional Air Traffic Control Specialists selected for Traffic Management Coordinator positions, as well as, supervisors and other personnel required to perform Traffic Management duties.

This stage of training is administered in two parts: classroom instruction and classroom/laboratory environment.

PREREQUISITE:

Certified Professional Air Traffic Control Specialists from the Terminal or En Route option. Non-traffic management supervisors, managers, staff specialists, and other personnel who need to have a general knowledge of the Traffic Management system may attend Course 50115.

Course 50115 is not mandatory for anyone certified as a Traffic Management Coordinator prior to October 1, 1993.

CLASSROOM TRAINING:

The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/LABORATORY
TRAINING:**

This training is administered in a classroom/laboratory environment, utilizing FAA Academy prepared instructional materials and a synthetic control area.

1. LESSON OVERVIEW:

- a. LESSON 1. INTRODUCTION.** This includes an introduction of the instructional staff, course overview, class schedule, and participant introduction.
- b. LESSON 2. TRAFFIC MANAGEMENT SYSTEM/UNIT OVERVIEW.** This lesson presents a brief overview of the history, present status, and future of the Traffic Management System. The documents and operational positions of the Traffic Management Unit are discussed.
- c. LESSON 3. TRAFFIC MANAGEMENT WORKSTATION (TMW).** This lesson will give the Traffic Management Specialist-in-Training (TMSIT) knowledge of the Traffic Management Workstation in a “hands-on” laboratory environment.
- d. LESSON 4. SEVERE WEATHER MANAGEMENT (SWM).** This lesson describes procedures used in Severe Weather Management initiatives.
- e. LESSON 5. GROUND DELAY PROGRAM (GDP).** This lesson discusses the procedures required to implement a Ground Delay Program and instruction on the use of the Flight Schedule Monitor (FSM) function of the ETMS.
- f. LESSON 6. ROUTES.** This lesson describes the purpose of and procedures associated with preferred routes, non-preferred routes and the National Route Program (NRP).
- g. LESSON 7. TRAFFIC FLOW MANAGEMENT (TFM).** This lesson discusses the terms, concepts, and procedures used in TFM initiatives. This includes the implementation of a Departure Sequencing Program (DSP) and an En Route Sequencing Program (ESP). It also includes an examination of the Arrival Sequencing Program (Metering) and the Tower En Route Control (TEC) service.
- h. LESSON 8. ENHANCED TRAFFIC MANAGEMENT SYSTEM (ETMS).** This lesson allows the TMSIT to gain hands-on experience with the ETMS.
- i. LESSON 9. WEATHER COORDINATOR (WC).** This lesson discusses the duties of a Traffic Management Weather Coordinator.
- j. LESSON 10. MISSION COORDINATOR (MC).** This lesson discusses the duties of a Mission Coordinator.
- k. LESSON 11. CONTINGENCY PLAN.** This lesson covers the purpose and application of the Traffic Management Contingency Plan and the Contingency Command Post.
- l. LESSON 12. COOPERATIVE COMMUNICATION.** This lesson presents communication skills via scenarios unique to Traffic Management and provides the student an opportunity to discuss the day-to-day communication with various facilities and levels of management.
- m. LESSON 13. AIRPORT CAPACITY.** This lesson describes factors that affect airport capacity and the impact on the National Airspace System.
- n. LESSON 14. SYSTEMS THINKING.** This lesson describes how the interactions within a system affect the quality of its performance and provides the student with an opportunity to discuss systemic traffic management problems he/she has observed or experienced.

NOTE. The above listed lessons are not arranged in a priority teaching sequence. This is simply a list of available subject areas. The Academy will determine the lesson sequence based on resource availability and course continuity. This is resident course material and is not available for field distribution.

2. LESSON OBJECTIVES:

a. LESSON 1. This lesson introduces the TMSIT to the instructional staff. Included in this lesson are participant introduction, class schedule, Aeronautical Center orientation, and the completion of necessary forms.

b. LESSON 2. With applicable references and in accordance with FAA Orders 7110.65, 7210.3, 1100.123, and 1100.126 the TMSIT will be able to identify the following

- (1) Traffic Management System participants.
- (2) Traffic Management System programs.
- (3) Associated automation systems.
- (4) Terms and definitions associated with Traffic Management.
- (5) Operational positions and duties.
- (6) Major job functions of the Traffic Management Coordinator.
- (7) The relationship between capacity and demand.

c. LESSON 3. Using applicable references and the Traffic Management Workstation (TMW), the TMSIT will be able to:

- (1) Define the hardware terminology.
- (2) Identify the basic hardware configuration.
- (3) Identify the TMW operating system.
- (4) Describe log on/off procedures, windows, cursor movement, editing functions, and the help function.
- (5) Perform practice and lab exercises.

d. LESSON 4. Using applicable references and in accordance with Severe Weather Management procedures and Orders 7110.65 and 7210.3, the TMSIT will be able to:

- (1) Define the terms associated with Severe Weather Management initiatives.
- (2) Identify procedures for implementing a Severe Weather Management Initiative.
- (3) Describe the major job functions required to implement a Severe Weather Avoidance Plan (SWAP).

e. LESSON 5. Using applicable references and in accordance with Orders 7210.3 and 7110.65, you will be able to:

- (1) Identify terms associated with the implementation of a ground delay program).
- (2) Identify procedures to implement a ground delay program.
- (3) Identify terms and definitions associated with Flight Schedule Monitor (FSM).
- (4) Interpret data shown in the four primary windows of the monitor mode associated with FSM.
- (5) Describe FSM's traffic flow management tools.
- (6) Build and analyze a proposed ground delay program using FSM.

f. LESSON 6. Using applicable references and in accordance with Orders 7110.65, 7210.3, and the North American Route Program (NRP) Notice, the TMSIT will be able to:

- (1) Identify the purpose of a preferred route
- (2) Identify the procedures used to develop, modify, or cancel a preferred route.
- (3) Identify the purpose of the NRP.
- (4) Describe the features and procedures related to the NRP.
- (5) Identify the TMC responsibilities associated with the NRP.
- (6) Identify the procedures for coordinating a non-preferred route.

g. LESSON 7. Using applicable references and in accordance with Orders 7110.65, 7210.3, the TMSIT will be able to:

- (1) Define terms and abbreviations associated with Traffic Flow Management (TFM).
- (2) Identify the procedures and job functions to implement TFM initiatives.
- (3) Discuss a Departure Sequencing Program (DSP) and an En Route Sequencing Program (ESP).
- (4) Discuss Arrival Sequencing Program (ASP) (Metering).
- (5) Identify the requirements for recording and reporting delays in the OPSNET/NAPRS report.
- (6) Identify and describe the purpose and impact of a Tower En Route Control service.

h. LESSON 8. Given a Traffic Management Workstation, with references and in accordance with the Enhanced Traffic Management System (ETMS) Tutorial, and the ETMS Reference Manual, the TMSIT will be able to:

- (1) Activate the Aircraft Situation Display (TSD) and selected options.
- (2) Activate the Monitor Alert (MA) and selected options.
- (3) Analyze the cause and significance of an Alert and identify possible resolutions.
- (4) Retrieve and analyze various reports and statistics from the data base.
- (5) Activate the E-mail function and selected options.
- (6) Activate the Delay Manager function and selected options.
- (7) Activate other ETMS features.

i. LESSON 9. With references and in accordance with Orders 7210.38, 7110.65, and 7210.3, the TMSIT will be able to:

- (1) Describe the duties and responsibilities of the Weather Coordinator (WC) position.
- (2) Determine the proper dissemination for intra/interfacility SIGMET's.
- (3) Determine the proper dissemination for intra/interfacility Center Weather Advisories (CWAs) and Meteorological Impact Statements (MISs) via other than the Leased Service A System (LSAS).
- (4) Determine the urgency and proper dissemination of PIREPs.
- (5) Determine the appropriate dissemination of other weather information.
- (6) Determine the correct procedure for handling requests from outside sources for weather information.

j. LESSON 10. With references and in accordance with Orders 7110.65, 7610.4, and 7210.3, the TMSIT will be able to:

- (1) Define terms of reference associated with military activities.
- (2) Identify and describe the duties and responsibilities of the Mission Coordinator (MC).

k. LESSON 11. With references and in accordance with Orders 1900.46 and 1910.12, the TMSIT will be able to:

- (1) Identify alternate facilities responsible for providing National Traffic Management when the ATCSCC is inoperable.
- (2) State the purpose of the Contingency Command Post (CCP).
- (3) Identify facility Traffic Management responsibilities during a non defense national emergency.

l. LESSON 12. Given scenarios and in accordance with No Nonsense Communication by Donald Kirkpatrick, the TMSIT will be able to identify and describe:

- (1) Elements needed for basic communication.
- (2) Results of ineffective communication.
- (3) Barriers to communication.
- (4) Ingredients of successful communication.
- (5) Nonverbal communication.
- (6) Elements of good listening.
- (7) At least 4 situations in Traffic Management that are potential communication problem areas.

m. LESSON 13. With references and in accordance with Orders 7110.65 and 7210.3, the TMSIT will be able to:

- (1) Define terms of reference associated with airport and airspace capacity issues.
- (2) Identify conditions that impact airport capacity.
- (3) Describe how Traffic Management initiatives impact airport capacity.

n. LESSON 14. With references and in accordance with the Systems Thinking module in this lesson, the TMSIT will be able to:

- (1) Recognize the existence of a systems thinking discipline in current management theory.
- (2) Identify the characteristics of systems and subsystems.
- (3) Describe how the interactions within a system affect the quality of its performance.
- (4) Identify:
 - (a) how a system operates.
 - (b) why a system has a given structure.
 - (c) why a system's given structure evolves based on changing needs of its customers.

3. EVALUATION:

a. A multiple choice test and/or workshop is given at the end of each lesson. In addition, a comprehensive review and multiple-choice test is given at the end of the course.

b. The TMSIT must score 70% or higher on the End-of-Course test to satisfactorily complete Course 50115. If the TMSIT fails to achieve at least 70% accuracy on the End-of-Course test, targeted training and a single retake of the test may be permitted with the concurrence of the Course Manager.

4. REFERENCES:

- a. FAA Order 1100.123, Standard Organization of Air Route Traffic Control Center
- b. FAA Order 1100.126, Standard Organization of Air Traffic Control Terminal Facility
- c. FAA Order 1900.46, Traffic Management Contingency Plan
- d. FAA Order 1910.12, Air Traffic Service Command Post
- e. FAA Order 7110.65, Air Traffic Control
- f. FAA Order 7210.3, Facility Operation and Administration
- g. FAA Order 7210.38, Center Weather Service Unit (CWSU)
- h. FAA Order 7610.4, Special Military Operations
- i. North American Route Program Notice
- j. Enhanced Traffic Management System (ETMS) TSD Tutorial
- k. Enhanced Traffic Management System (ETMS) TSD Reference Manual
- l. No Nonsense Communication, by Donald Kirkpatrick (First and Third Editions)
- m. ETMS Site Program Bulletins
- n. ETMS System Administration Manual
- o. ATCSCC Order 7200.4, Severe Weather and National Route Management SOP
- p. ZKC Order 7110.37
- q. ZBW, ZOB, ZDC, ZNY, N90, and ATCSCC Severe Weather LOA
- r. Yearly State-of-the-System Reports
- s. Performance Measurement System For Major Airports Report
- t. Local Orders and SOPs
- u. FAA Order 7210.55, Operational Data Reporting Requirements

SECTION 3. STAGE II: FACILITY TRAFFIC MANAGEMENT QUALIFICATION AND CERTIFICATION (COURSE 55116 PART A)

GENERAL: The purpose of this stage is to provide the Traffic Management Specialist-in-Training (TMSIT) with local facility orientation and site specific training. Lessons shall include all applicable directives and procedures. Course 55116, Part A, supplements and reinforces Course 50115 training and prepares the TMSIT for on-the-job training. Part A of Course 55116 is not administered on a pass/fail basis. Upon completion of Course 55116, Part A, the TMSIT will proceed with Course 55116, Part B.

Portions of this course may be used for Traffic Management Specialists who have lost their currency or for Traffic Management Specialists who have transferred from another facility. Facilities shall decide which portions of Part A will be administered based on the needs of the specialist/facility.

PREREQUISITE:

Completion of Course 50115 or certification in the Traffic Management Unit prior to October 1, 1993.

Lessons 1 and 2 of course 55116 may be completed by the TMSIT at the field facility before entering Course 50115 at the FAA Academy.

LOCATION:

Field Facility.

TRAINING LENGTH:

Part A: Up to 80 Hours.

Part B: Determine OJT hours for each operational position as described in FAA Order 3120.4.

ADMINISTRATION:

This training is conducted in a classroom/laboratory environment using an Academy developed outline and facility developed lesson plans, visual aids, and other media designed to support and pace all instruction. Facilities are encouraged to develop and conduct scenarios for use in the classroom/laboratory environment. Scenarios should depict Traffic Management problems that have been experienced by the facility or are likely to occur. **NOTE:** The Traffic Management Training Section of the FAA Academy, AMA-522, if requested and tasked, will assist and/or advise facilities with curriculum development.

1. PART A: LESSON OVERVIEW:

- a. LESSON 1. INTRODUCTION.** This includes an introduction of the instructional and Traffic Management personnel, a course overview, and participant introduction.
- b. LESSON 2. TRAFFIC MANAGEMENT OVERVIEW.** This lesson includes the facility Traffic Management mission and an outline of responsibilities and procedures.
- c. LESSON 3. AIRSPACE REVIEW AND TRAFFIC FLOWS.** This lesson covers the facility map, common problem areas, and major route structures.
- d. LESSON 4. TRAFFIC MANAGEMENT WORKSTATION (TMW).** This lesson includes site specific entries for the TMW including, but not limited to, Traffic Situation Display (TSD), Monitor Alert (MA) and E-mail.
- e. LESSON 5. SEVERE WEATHER MANAGEMENT (SWM).** This lesson introduces the TMSIT to local severe weather management procedures.
- f. LESSON 6. TRAFFIC MANAGEMENT INITIATIVES.** This lesson includes site specific instruction in the development and management of Traffic Management initiatives. This would include all initiatives/programs for departure, en route, and arrival aircraft.
- g. LESSON 7. ROUTES.** This lesson identifies preferred routes and discusses the North American Route Program (NRP).
- h. LESSON 8. TOWER EN ROUTE CONTROL (TEC).** This lesson includes the duties and responsibilities associated with managing Tower En Route Control service(s).
- i. LESSON 9. WEATHER COORDINATOR.** This lesson includes basic meteorological systems, associated weather, and the responsibilities and duties of the Weather Coordinator.
- j. LESSON 10. MISSION COORDINATOR.** This lesson describes the duties and responsibilities of the Mission Coordinator position.
- k. LESSON 11. CONTINGENCY PLAN.** This lesson describes the role of Traffic Management during emergencies or other unusual situations.
- l. LESSON 12. ADMINISTRATIVE AND OTHER DUTIES.** This lesson is provided for facilities to include miscellaneous administrative procedures. This may include, but is not limited to, procedures for opening and closing the TMU, locally required paperwork, KVDT entries, running DARTS and NTAPS, etc.

(The above listed lessons are not arranged in a priority teaching sequence. This is simply a list of available subject areas. Each facility will determine the lesson sequence based on resource availability and course continuity.)

2. COURSE OUTLINE: The following is a basic outline of items that may be covered in each lesson. The facility is responsible for determining which elements are applicable. Facilities may add necessary items. All applicable procedures in use at a facility shall be covered in a lesson. The lessons shall be developed at each facility, by facility personnel, using local procedures and directives.

a. LESSON 1. INTRODUCTION

- (1) Instructor introduction
- (2) Participant introduction
- (3) Traffic Management staff introduction
- (4) Course objective
- (5) Class schedule
- (6) Course overview
- (7) Administrative items
 - (a) Seniority policy
 - (b) Bidding days off
 - (c) Annual leave
 - (d) Sick leave
 - (e) Currency requirements
- (8) Change of role from controller to TMC

b. LESSON 2. TRAFFIC MANAGEMENT OVERVIEW

- (1) Chain of command- Role of ATCSCC
- (2) TMU position functions
- (3) Position relief checklists
- (4) Overview of facility Standard Operating Procedure (SOP)

c. LESSON 3. AIRSPACE REVIEW AND TRAFFIC FLOWS

- (1) International boundaries
- (2) Center boundaries
- (3) Terminal boundaries
- (4) Airport layouts and runway configurations
- (5) Major route structures
- (6) Special use airspace
- (7) Common problem areas
- (8) NAVAIDs
- (9) SIDs/DPs
- (10) STARs

d. LESSON 4. TRAFFIC MANAGEMENT WORKSTATION (TMW)

- (1) Duties of the system administrator
- (2) Fileserver and backup Fileserver location
- (3) Backup systems
 - (a) Alternate strings
 - (b) Uninterruptible power sources
- (4) ETMS failures
- (5) KVDT entries for tie-in to host
- (6) Log in/Log out
- (7) TSD configurations/scripts
- (8) TSD
 - (a) Replay
 - (b) Script use
 - (c) Report Requests

- (d) Use of Flow Evaluation Areas (FEA)/Flow Constraint Areas (FCA).
- (9) Monitor Alert
 - (a) Display
 - (b) Monitor Alert Parameter (MAP)
 - 1 Nominal (configured default) setting)
 - 2 Today (dynamic changes)
 - (c) Terminal Capacity
 - (d) Notifications
 - (e) Documentation
- (10) Tool manager
- (11) Delay manager
- (12) E-mail
- (13) Logs
- (14) TM Shell
- (15) Route manager
- (16) Printers
 - (a) Select button
 - (b) Loading paper
- (17) ETMS software updates
- (18) Netscape - Metrics

e. **LESSON 5. SEVERE WEATHER MANAGEMENT (SWM)**

- (1) Terms
- (2) Weather data sources
 - (a) FSS
 - (b) ARTCC
 - (c) Airlines
- (3) Enroute Congestion Management Team
 - (a) Strategic Planning Telecon
 - 1 Strategic Plan of Operations SPO
 - 2 Implementation and Coordination
 - (b) Coded Departure Routes (CDRs)
 - (c) Playbook Rules
- (4) TM responses
 - (a) SWAP routes
 - 1 Implementation procedures
 - 2 Computer entries
 - 3 Impact on NAS
 - 4 Impact on local airspace
 - 5 Airport acceptance rate/Monitor alert parameter
 - 6 Holding patterns
 - (b) Impromptu routes
 - 1 Implementation procedures
 - 2 Computer entries
 - 3 Impact on NAS
 - 4 Impact on local airspace

- 5 Airport acceptance rate/Monitor alert parameter
- 6 Holding patterns
- (c) Miles-in-trail
- (d) Minutes-in-trail
- (5) Reporting and recording delays

f. LESSON 6. TRAFFIC MANAGEMENT INITIATIVES

- (1) Types
 - (a) Special
 - (b) Slot
 - (c) For departure aircraft
 - 1 Ground delay programs
 - 2 Ground stops
 - 3 Departure Sequencing Programs (DSP)
 - (d) For en route aircraft
 - 1 En route Sequencing Program (ESP)
 - (e) For arrival aircraft
 - 1 Arrival Sequencing Programs (ASP, Metering)
 - (f) Development
 - 1 When
 - 2 Why
 - 3 How
 - 4 Impact on NAS
 - (g) Management
 - 1 Implementation procedures
 - 2 Monitor
 - 3 Modify
 - 4 Cancel
 - (h) Documentation

- (i) Analysis
- (j) Accountability

g. LESSON 7. ROUTES

- (1) Preferred/non preferred routes
- (2) Special flight handling
 - (a) VIP movements
 - (b) Special interest flights
 - (c) Customs/DEA
- (3) Missile/shuttle launches
- (4) Oceanic routes
- (5) National Route Program (NRP)

h. LESSON 8. TOWER EN ROUTE CONTROL (TEC)

- (1) Structure
 - (a) Preferred routes and altitudes
 - (b) Peak periods for TEC traffic
- (2) Procedures
 - (a) Coordination
 - (b) Documentation
 - (c) Automation/equipment

i. LESSON 9. WEATHER COORDINATOR

- (1) General weather
 - (a) Cold fronts
 - (b) Warm fronts
 - (c) Thunderstorms
 - (d) Icing
 - (e) Turbulence
- (2) Weather data available
 - (a) Center Weather Service Units (CWSU)

- (b) NWS
 - (c) FSS
 - (d) Airlines
 - (e) ASOS
 - (f) LAWRS
 - (g) TDWR
 - (h) Integrated Terminal Weather Systems (ITWS) Situation Display
 - (i) Corridor Integrated Weather System (CIWS)
- (3) Impact of weather on
- (a) Airspace
 - (b) Traffic
 - (c) Airport Acceptance Rate (AAR)
 - (d) Monitor Alert parameter (MAP)
- (4) Local procedures and Weather Coordinator responsibilities
- (a) Dissemination procedures
 - (b) ATCSCC notifications
 - 1 Severe thunderstorms
 - 2 Severe icing
 - 3 Severe turbulence
- (5) Equipment use
- (a) WARP/TMBT
 - (b) TDWR
 - (c) ITWS
 - (d) CIWS

j. LESSON 10. MISSION COORDINATOR

- (1) Airspace
 - (a) Air Traffic Control Assigned Airspace (ATCAA)
 - (b) Alert areas
 - (c) Controlled Firing Area (CFA)
 - (d) Military Operations Area (MOA)
 - (e) Restricted Areas
 - (f) Warning areas
 - (g) Prohibited areas
- (2) Military Training Routes (MTR)
 - (a) IR
 - (b) VR
 - (c) SR
- (3) Aerial Refueling (AR)
- (4) Altitude Reservation (ALTRV)
 - (a) Stationary
 - (b) Moving
- (5) Open Skies
- (6) Special Use Airspace Management System (SAMS)
- (7) Scheduling procedures
- (8) Notification procedures
- (9) Coordination/documentation
- (10) Letters of Agreement (LOA)
- (11) Impact on NAS
- (12) Security/sensitive documents

- (13) Briefings
- (14) Scramble procedures
- (15) STU III/DSN phone system
- (16) Opening/closing procedures
- (17) Central Altitude Reservation Function (CARF)

k. LESSON 11. CONTINGENCY PLAN

- (1) National
- (2) Regional
- (3) Local

l. LESSON 12. ADMINISTRATIVE AND OTHER DUTIES

- (1) Computer entries
- (2) Briefings
- (3) Telcons
- (4) NTAPs
- (5) DARTs
- (6) Opening/closing procedures
 - (a) Sectors
 - (b) TRACONs
 - (c) TMU
- (7) OPSNET

3. EVALUATION: Although Course 55116, Part A, is not pass/fail, end-of-lesson and end-of-course examinations may be developed and administered at the facilities discretion. If used, these examinations could determine the need for additional training.

4. **REFERENCES:** May include, but are not limited to, the following:
- a. FAA Order 1900.46, Traffic Management Contingency Plan
 - b. FAA Order 1910.12, Air Traffic Control System Command Center Contingency Command Post
 - c. FAA Order 7110.65, Air Traffic Control
 - d. FAA Order 7210.3, Facility Operation and Administration
 - e. FAA Order 7210.38, Center Weather Service Unit (CWSU)
 - f. FAA Order 7610.4, Special Military Operations
 - g. National Route Program Order/Notice
 - h. Enhanced Traffic Management System (ETMS) TSD Tutorial
 - i. Enhanced Traffic Management System (ETMS) TSD Reference Manual
 - j. ETMS Site Program Bulletins
 - k. ETMS System Administration Manual
 - l. ATCSCC Order 7200.4, Severe Weather and National Route Management SOP
 - m. Yearly State-of-the-System Reports
 - n. Performance Measurement System For Major Airports Report
 - o. Local Orders and SOPs
 - p. FAA Order 7210.55, Operational Data Reporting Requirements
 - q. AC 00-6A, Aviation Weather

SECTION 4. FACILITY TRAFFIC MANAGEMENT QUALIFICATION AND CERTIFICATION (COURSE 55116 PART B)

GENERAL: The purpose of Course 55116, Part B, is to qualify the TMSIT to perform the full range of duties and attain certification on all Traffic Management positions of operation within the facility.

Part B of Course 55116 is administered on a pass/fail basis. The TMSIT shall pass a certification evaluation for each Traffic Management position of operation in the facility.

PREREQUISITE:	Completion of Course 55116, Part A.
LOCATION:	Field Facility.
TRAINING LENGTH:	Determine OJT hours for each operational position as described in FAA Order 3120.4. NOTE: In order to insure maximum use of personnel resources, OJT at ARTCCs and Terminals should be completed within 10 weeks. At the ATCSCC, OJT should be completed within 18 weeks.
ADMINISTRATION:	OJT is conducted in accordance with Order 3120.4. EXCEPTION: Due to the structure of most Traffic Management Units, the training team concept may not be practical. However, it is recommended that training teams be used whenever feasible and at a minimum one OJTI should be assigned to each TMSIT.

1. PART B. LESSON OBJECTIVE: The TMSIT will be able to perform all required Traffic Management duties and responsibilities under general supervision.

a. JOB FUNCTIONS: Through OJT, the TMSIT will be able to: (Because of fundamental differences in operation among TRACONs, towers, and ARTCCs, the following job functions may not apply to all facilities.)

- (1) Use the Traffic Management Workstation (TMW).
- (2) Use the Traffic Management Briefing Terminal (TMBT).
- (3) Use the Traffic Management Main Display Monitor (MDM's).
- (4) Use communication equipment.
- (5) Use any other equipment normally employed by facility Traffic Management Specialists.
- (6) Monitor and analyze air traffic operations.
- (7) Develop and implement traffic management programs and procedures necessary to regulate and balance arrival, departure, and en route traffic flows.
- (8) Develop strategies to ensure maximum use of airspace.
- (9) Analyze and implement traffic management initiatives requested by facility personnel, adjacent facilities, and the ATCSCC.
- (10) Periodically review and, as necessary, modify or cancel traffic management initiatives.
- (11) Perform the duties of the Mission Coordinator including, but not limited to, processing ALTRVs and other missions, handling and disseminating requests for Special Use Airspace, acting as a trusted agent, and serving as a liaison between the military and the facility.
- (12) Perform the duties of the Weather Coordinator including, but not limited to, collecting and/or disseminating PIREPs, SIGMETs, Center Weather Advisories, Meteorological Impact Statements, and other weather data.
- (13) Establish and maintain effective and cooperative communication with intra/interfacility personnel.
- (14) Document, maintain, and distribute accurate and timely records.
- (15) Conduct and receive proper position relief briefings.
- (16) Describe the duties of the Traffic Management Coordinator in Charge (TMCIC).

2. INSTRUCTIONS FOR COMPLETING THE TMU OJT INSTRUCTION/EVALUATION REPORT FAA FORM 3120-32.

3. INTRODUCTION: This appendix contains instructions for completing FAA Form 3120-32. This form shall be used by instructors, OJTIs, and Supervisory Traffic Management Coordinators to record their observations of the performance and progress of the TMSIT during laboratory control problems, OJT instruction, skill enhancement training, and skill-check sessions. FAA Form 3120-32 may be used to document OJF. A copy of the form is provided on pages 28 and 29 of this appendix.

4. USING THE WORKSHEET: Complete the following items. Block numbers correspond to the numbered blocks on the worksheet.

Block 1 **NAME:** Print TMSIT's last name, first name.

Block 2 **DATE:** Enter month, day, year.

Block 3 **POSITION(S):** Enter position(s) of operation on which training or skill check is being performed.

Block 4 **WEATHER:** Record description of weather as VFR, MVFR, or IFR. Check the one box most representative of the session. Conditions that impact training should be noted in Block 12.

Block 5 **WORKLOAD:** Check description of workload. Check the one box most representative of the session.

Block 6 **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session. Note any unusual situations or occurrences that impact training in Block 12.

Block 7 **HOURS THIS SESSION:** Enter actual clock hours and minutes for this session.

Block 8 **HOURS (%) THIS POSITION:** Enter total clock hours and minutes spent in training on this position. Include this session. As an option, enter percent of allotted hours expended so far for this position.

Block 9 **PURPOSE OF REPORT:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Indicate "Other" if used for skill enhancement training and document specific use in Block 12. Indicate "Simulation" if simulation laboratory is used. The supervisor checks "Evaluation" if administering a performance skill check or "Certification" if administering a certification skill check.

Block 10 **ROUTING:** According to facility requirements.

Block 11 PERFORMANCE: Block 11 consists of the performance section. This section contains critical job elements (CJEs), job function categories, and job functions used as a basis for instructing and evaluating the TMSIT. Users of this form should review the definitions of all job functions and their respective performance indicators in the attached checklist. These descriptions are guidelines to be used by all participants involved in OJT to ensure that what is expected is mutually understood. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job function category entitled “Other” is intended for local use an adaptation.

a. OJTIs place a mark (e.g., ✓, X) in the columns “OBSERVED” or “COMMENT” as follows:

(1) **OBSERVED:** A mark in this column indicates that the operation or procedure was observed during the period, but that no significant comments are made.

(2) **COMMENT:** A mark in this column indicates that the operation or procedure was observed during the period and is accompanied by a referenced comment in Block 12.

b. The supervisor who conducts the skill check uses the columns “SATISFACTORY”, “NEEDS IMPROVEMENT”, and “UNSATISFACTORY”. OJTIs do not make marks in these columns since these terms are evaluative. The terms are defined as follows:

(1) **SATISFACTORY:** A mark in this column indicates that the TMSIT’s observed performance this session meets expected performance requirements and indicates that the TMSIT demonstrates the ability to work independently for this performance item. Examples of exemplary performance and specific comments, along with suggestions for improvement, shall be stated in Block 12 of the form for each job function indicated.

(2) **NEEDS IMPROVEMENT:** A mark in this column indicates that the TMSIT’s observed performance is acceptable at this stage of training, but must improve in order to meet expected performance. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job function indicated.

(3) **UNSATISFACTORY:** A mark in the column indicates that the TMSIT’s observed performance is unsatisfactory at this stage of training. Suggestions and recommendations for correcting each unsatisfactory job function must be stated in Block 12, except at the 100 % level.

c. To certify on a skill check, all applicable items must be marked satisfactory or “N/O” (not observed). If an item is marked “N/O”, Block 12 must indicate that the TMSIT has demonstrated satisfactory performance/knowledge for that job function. If necessary, verbal questioning, simulation, or other methods may be used to demonstrate knowledge of a job function when not observed. (Any mark in the “UNSATISFACTORY” column constitutes a failure of the skill check or certification and must be documented in Block 12.)

d. If a job function is not applicable to a position being observed, it should be recorded as “N/A” (not applicable).

Block 12 COMMENTS: Used by the OJTI or by the supervisor who conducted the skill check, the comment block provides space for the documentation of the TMSIT's performance during OJT instruction or skill check sessions.

a. OJTI'S USE OF THE COMMENT BLOCK: This block is used by the OJTI to document an observation when a mark is made in the "Comment" column on the front of the form. The OJTI shall sign and date this block. The comments:

- (1) May be specific or general.
- (2) May include exemplary, noteworthy, or unusual events.
- (3) Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references shall be made to applicable procedures, letters of agreement (LOAs), orders/directives, etc.

b. SUPERVISOR'S USE OF THE COMMENT BLOCK: This block shall be used by the supervisor who conducted the skill check to:

- (1) Document performance/progress.
- (2) Describe performance rated as "Needs Improvement" or "Unsatisfactory" and list references to specific procedures, LOAs, or directives that should be reviewed by the TMSIT so that the performance problem may be corrected.

c. Recommend one of the following:

- (1) Continuation of OJT
- (2) Skill enhancement training
- (3) Suspension of training
- (4) Certification

d. The supervisor shall sign and date this block.

Block 13 EMPLOYEE'S COMMENTS: This block may be used by the TMSIT for making comments pertaining to the training period or skill check, or for making general comments regarding training. Sign and date. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the TMSIT.

Block 14 CERTIFICATION: This block is used by the supervisor to document position certification/recertification. Record position of operation, sign, and date.

**TRAFFIC MANAGEMENT COORDINATOR
OJT INSTRUCTION / EVALUATION REPORT**

1. Name		2. Date		3. Position(s)						
4. Weather ▪ VFR ▪ MVFR ▪ IFR		5. Workload ▪ Light ▪ Moderate ▪ Heavy		6. Complexity ▪ Routine Not Difficult ▪ Occasionally Difficult ▪ Mostly Difficult ▪ Very Difficult		7. Hours this session				
						8. Hours (%) This Position				
9. Purpose ▪ OJT ▪ Evaluation ▪ Certification ▪ Recertification ▪ Other ▪ Skill Enhancement						10. Routing				
11.	CJE	Job Function Category	Job Function			Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
Performance	Operating Methods and Procedures	A. Effective Judgment	1. Awareness is maintained							
			2. Good judgment is applied							
			3. Aware of controller and system user requirements							
			4. Handles unusual situations							
		B. Methods and Procedures	5. Monitors system							
			6. Programs/initiatives are implemented correctly							
			7. Efficient traffic flow is maintained							
			8. Takes prompt action to correct deficiencies							
	C. Equipment	9. Data is handled correctly								
		10. Equipment capabilities are fully used								
		11. Equipment malfunctions recognized								
		12. Computer entries are complete/correct								
	Communication	D. Communication / Coordination	13. Required coordination is performed							
			14. Coordination is thorough, clear, and concise							
			15. Cooperative, professional manner is maintained							
			16. Relief briefings are complete and accurate							
E. Other										

**TRAFFIC MANAGEMENT COORDINATOR
OJT INSTRUCTION / EVALUATION REPORT**

12. Comments

Signature: _____ Date: _____

13. Employee's Comments:

This report has been discussed
with me (signature): _____ Date: _____

14. Certification

I certify that this employee meets qualification requirements for position and is capable of working under general supervision.

Signature of Certifier: _____ Date: _____

TRAFFIC MANAGEMENT JOB FUNCTIONS AND INDICATORS FOR THE OJT INSTRUCTION/EVALUATION REPORT

JOB FUNCTION CATEGORY: EFFECTIVE JUDGMENT

Job Function	Indicator
1. Awareness is maintained.	<ul style="list-style-type: none"> a. Maintains awareness, and keeps appropriate personnel aware of: total traffic situation, current and forecasted weather conditions, Traffic Management programs/initiatives and equipment status. b. Remains alert for possible situations which may effect traffic flows. c. Manages saturation or traffic flow problems.
2. Good judgment is applied.	<ul style="list-style-type: none"> a. Adheres to priority of duties. b. Actions are planned in a complete, correct, and timely manner to provide a safe, orderly, expeditious, and economic flow of traffic. c. Ensures traffic management programs/initiatives are necessary prior to implementation. d. Manages traffic in a manner which avoids inefficiencies and unnecessary delays.
3. Aware of controller and system user requirements.	<ul style="list-style-type: none"> a. Uses traffic management initiatives which consider field facilities/controllers, users, and other traffic management specialists. b. To the extent that safety is not compromised, ensures the user is accommodated while maintaining equity of access among all users. c. Listens and responds to controller/supervisor requests. d. Listens and responds to user requests and offers advice or recommends options.

JOB FUNCTION CATEGORY: EFFECTIVE JUDGMENT (Continued)

Job Function	Indicator
4. Handles unusual situations.	<ul style="list-style-type: none"> a. Reacts appropriately to adverse situations. b. Ensures decisions are based on known facts and data. c. Investigates and analyzes situations to determine an effective course of action. d. Requests assistance when workload dictates.

JOB FUNCTION CATEGORY: METHODS AND PROCEDURES

Job Function	Indicator
5. Monitors system.	<ul style="list-style-type: none"> a. Understands job functions and analyzes conditions which may impact the system. b. Proactively manages system constraints.
6. Programs/initiatives are implemented correctly.	<ul style="list-style-type: none"> a. Makes a proper assessment of the situation and provides a valid justification for the program or initiative. b. Properly plans using reliable and accurate data. c. Considers other options. d. Actions are timely and correct. e. Organizes processes of implementation into logical sequences. f. Administers and cancels traffic management initiatives and programs.

JOB FUNCTION CATEGORY: METHODS AND PROCEDURES (Continued)

Job Function	Indicator
7. Efficient traffic flow is maintained.	<ul style="list-style-type: none"> a. Considers present and forecasted traffic to determine if an overload may occur and takes appropriate action to prevent or reduce the impact. b. Considers traffic mix and aircraft characteristics to ensure an orderly traffic flow is maintained. c. Manages departing, arriving, and en route traffic flows effectively and efficiently to ensure traffic volume is manageable.
8. Takes prompt action to correct deficiencies.	<ul style="list-style-type: none"> a. Recognizes when an error has been made and takes prompt action to correct the error. b. Uses alternate strategies, as necessary, in a timely and efficient manner.
9. Data is handled correctly.	<ul style="list-style-type: none"> a. SIGMETs, CWAs, AND MISs are disseminated correctly. b. PIREPs are properly written, recorded, and disseminated. c. Handling, use, and disposition of sensitive/classified documents is correct. d. Collects and disseminates traffic management information, equipment outages, and other data as necessary. e. Posts all required information appropriately. f. Ensures documentation reflects actual system performance. g. Operational information is documented in a correct and timely manner.

JOB FUNCTION CATEGORY: EQUIPMENT

Job Function	Indicator
10. Equipment capabilities are fully used.	<ul style="list-style-type: none"> a. Uses equipment to fullest extent possible. b. Demonstrates knowledge of capabilities and limitations of equipment. c. Enters all required data into computer for area display. d. Displays appropriate area of responsibility on PVD and TSD. e. Adjusts displays appropriately. f. Demonstrates ability to retrieve information from all available equipment sources. This may include, but is not limited to, the TMW, WARP, KVDT, ITWS and telecommunications equipment.
11. Equipment malfunctions recognized.	<ul style="list-style-type: none"> a. Recognizes equipment malfunctions and uses appropriate methods to restore equipment to operational status if possible. b. Reports equipment outages to appropriate personnel if restoration to operational status is not possible. c. Equipment status information is understood and posted correctly.
12. Computer entries are complete/correct.	<ul style="list-style-type: none"> a. Uses correct computer entries. b. Is aware of equipment peculiarities.

JOB FUNCTION CATEGORY: COMMUNICATION/COORDINATION

Job Function	Indicator
13. Required coordination is performed.	<ul style="list-style-type: none"> a. Informs appropriate facilities, users, and other traffic management personnel of significant events and information in a timely manner. b. Coordinates traffic management initiatives and/or special instructions in a proper and timely manner. c. Provides justification for actions when necessary. d. Coordinates with available weather sources as appropriate. e. Directs messages to appropriate personnel.
14. Coordination is thorough, clear, concise.	<ul style="list-style-type: none"> a. Relays only pertinent, necessary, and accurate information. b. Ensures coordination is complete and clarifies any misunderstood information. c. Pronunciation is clear. Speech rate is moderate. d. Does not coordinate separate messages when it would be more effective to combine information. e. Appropriate communications method is used.
15. Cooperative professional manner is maintained.	<ul style="list-style-type: none"> a. Conveys the image of a skilled, capable professional to others. b. Is courteous, tactful, and displays a spirit of cooperation. c. Remains calm and displays a positive attitude under adverse conditions. d. Negotiates in a professional manner. e. Is receptive to suggestions for improvement from instructor/supervisor. f. Does not use abusive or profane language.

JOB FUNCTION CATEGORY: COMMUNICATION/COORDINATION (continued)

Job Function	Indicator
16. Relief briefings are complete and accurate.	<ul style="list-style-type: none">a. Follows approved checklist when exchanging information and both individuals acknowledge the positive transfer of responsibility.b. Ensures that questions about the operation of the position are resolved before transfer of responsibility is completed.c. Communicates pertinent status information including traffic management initiatives, weather information, and system situation.d. Signs on/signs off the position as appropriate.

APPENDIX 8

TERMINAL AND EN ROUTE CONTROLLER-IN-CHARGE INSTRUCTIONAL PROGRAM GUIDE (IPG)

SECTION 1. INTRODUCTION

This IPG includes information about the following two development stages:

- | | | |
|------------|--|--|
| I. | Computer-Based Instruction (CBI) | Course 57057, En Route
Course 57060, Terminal |
| II. | Controller-in-Charge (CIC) Training | Course 55072, En Route
Course 55073, Terminal |

**SECTION 2. STAGE I: FAA ACADEMY TRAINING
CONTROLLER-IN-CHARGE CBI
(COURSE 57057, EN ROUTE)
(COURSE 57060, TERMINAL)**

GENERAL: The purpose of this stage is to provide the air traffic control specialists (ATCS) selected to be controllers-in-charge (CIC) with a mandatory national CBI course (modules 1 through 10).

PREREQUISITE: ATCS's from the en route or terminal options that have been selected by the CIC selection official.

LOCATION: Field facility

TRAINING LENGTH: This training is self-paced; therefore, the time to complete it is based on an average. The 10 modules should be able to be completed within 12 hours.

ADMINISTRATION: This training is conducted in a CBI environment using FAA Academy-developed modules tailored to facility requirements.

1. LESSON OVERVIEW:

a. **MODULE 1. INTRODUCTION.** This includes an introduction to the course layout as well as an outline of the course content.

b. **MODULE 2. POSITION OVERVIEW.** This module presents an overview of the general responsibilities of the CIC. It also presents responsibilities of assuming the watch.

c. **MODULE 3. SUPERVISING PERSONNEL.** This module presents responsibilities for position assignments, position relief briefings, approving leave, training, safety, and drug testing.

d. **MODULE 4. OPERATIONS MANAGEMENT.** This module describes procedures and presents responsibilities associated with data logs, Notices to Airmen (NOTAM), equipment outages, and flight inspection of navigational aids (NAVAID).

e. **MODULE 5. INCIDENTS.** This module presents responsibilities associated with near- midair collisions (NMAC), pilot deviations, and operational errors/deviations (OE/D).

f. **MODULE 6. CRITICAL AIR SITUATIONS.** This module describes procedures and presents responsibilities associated with aircraft accidents, hijacked aircraft, bomb threats, flight assists, and emergency locator transmitter signals.

g. **MODULE 7. SPECIAL OPERATIONS.** This module presents responsibilities for handling presidential aircraft and other special air operations.

h. **MODULE 8. REPORTING EXERCISES.** This module provides the opportunity to practice completing reports associated with flight assists, pilot deviations, aircraft accidents, OE/D's, and NMAC's.

i. **MODULE 9. PUBLIC RELATIONS (TERMINAL ONLY).** This module describes procedures for handling public inquiries.

j. **MODULE 10. FACILITY EMERGENCIES AND SECURITY (TERMINAL ONLY).** This module describes procedures and identifies responsibilities associated with emergencies and security of the facility.

2. LESSON OBJECTIVES:

a. **MODULE 1.** This module presents the course layout. Short summaries of course topics are available.

b. **MODULE 2.** In accordance with applicable orders, the individual will be able to identify the following:

- (1) CIC general areas of responsibility.
- (2) Supervisory functions not included in CIC responsibilities.

- (3) Procedures and responsibilities associated with assuming the watch.
- c. **MODULE 3.** In accordance with applicable orders, the individual will be able to:
- (1) Determine resources and requirements necessary for position assignments.
 - (2) Identify responsibilities associated with controller position relief briefings.
 - (3) Identify considerations associated with processing leave requests.
 - (4) Identify responsibilities associated with on-the-job training (OJT) activities.
 - (5) Identify responsibilities associated with the safety and health of personnel and protection of FAA property.
 - (6) Identify responsibilities associated with drug testing.
- d. **MODULE 4.** In accordance with applicable orders, the individual will be able to:
- (1) Identify responsibilities for collecting and reporting basic operational information.
 - (2) Identify responsibilities for distributing NOTAM's.
 - (3) Identify responsibilities for coordinating responses to equipment failures.
 - (4) Identify responsibilities associated with flight inspection activities.
- e. **MODULE 5.** In accordance with applicable orders, the individual will be able to:
- (1) Identify responsibilities for gathering data and reporting NMAC's.
 - (2) Identify responsibilities for gathering data and reporting pilot deviations.
 - (3) Identify responsibilities associated with OE/D's.
- f. **MODULE 6.** In accordance with applicable orders, the individual will be able to:
- (1) Identify responsibilities for gathering data and reporting aircraft accidents.
 - (2) Identify responsibilities associated with hijacked aircraft.
 - (3) Identify responsibilities associated with bomb threats.
 - (4) Identify responsibilities for gathering data and reporting flight assists.
 - (5) Identify responsibilities associated with emergency locator transmitter (ELT) signals.

g. MODULE 7. In accordance with applicable orders, the individual will be able to:

(1) Identify responsibilities associated with presidential aircraft.

(2) Identify responsibilities associated with special operations of aircraft from the Department of Defense (DOD) or law enforcement agencies.

h. MODULE 8. This module provides the opportunity to practice completing reports associated with flight assists, pilot deviations, aircraft accidents, OE/D's, and NMAC's.

i. MODULE 9 (TERMINAL ONLY). In accordance with applicable orders, the individual will be able to:

(1) Identify the procedures for handling requests from the public and/or the media for air traffic control (ATC) information.

(2) Identify the procedures for handling Freedom of Information Act (FOIA) requests.

j. MODULE 10 (TERMINAL ONLY). In accordance with applicable orders, the individual will be able to:

(1) Identify responsibilities associated with suspicious activities.

(2) Identify responsibilities for handling requests for and conducting facility tours.

(3) Identify procedures and responsibilities associated with facility bomb threats.

(4) Identify responsibilities for gathering data and reporting an Interruption of Air Traffic Services (INATS).

(5) Identify responsibilities for handling facility emergencies.

3. REFERENCES:

a. FAA Order 7110.65, Air Traffic Control

b. FAA Order 7210.3, Facility Operation and Administration

c. FAA Order 7210.56, Air Traffic Quality Assurance

d. FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting

e. FAA Order 1600.6, Facility Security Policy

f. FAA Order 1600.69, FAA Facility Security Management Program

**SECTION 3. STAGE II: FACILITY CONTROLLER-IN-CHARGE
QUALIFICATION AND CERTIFICATION
(COURSE 55072, EN ROUTE PART A)
(COURSE 55073, TERMINAL PART A)**

GENERAL: The purpose of this stage is to provide the ATCS's selected to be CIC's with a mandatory national classroom course (lessons 1 through 6) and site-specific classroom training (lessons 7 through 17). Lessons shall include all applicable directives and procedures. Part A prepares the developmental CIC for OJT. Upon completion of part A, the developmental CIC will enter OJT for part B.

Facilities shall determine which portions of lessons 7 through 17 will be administered based on facility requirements.

PREREQUISITE:	Completion of Course 57057, En Route CBI, or Course 57060, Terminal CBI	
LOCATION:	Field facility determined.	
TRAINING LENGTH:	Part A: Lessons 1 through 6	8 hours
	Lessons 7 through 17	Hours facility determined Minimum 8 hours required
	Part B: OJT	Hours facility determined
ADMINISTRATION:	This training is conducted in a classroom/operational environment using FAA Academy-developed lesson plans for lessons 1 through 6 and FAA Academy-developed instructional modules tailored to facility requirements and enhanced with site-specific items. Facilities may add additional lessons and/or items. Facilities are encouraged to develop and conduct scenarios depicting situational awareness problems based on actual situations experienced by the facility or those that are likely to occur.	

NOTE: The FAA Academy-developed instructional modules (lessons 7 through 17) are provided in electronic format to facilitate the addition of site-specific instructional items to the basic national curriculum. The FAA Academy-developed instructional modules are designed for use as a resource and are intended to be tailored to meet individual facility requirements. Facilities may add additional lessons and/or items.

1. PART A: LESSON OVERVIEW

- a. **NATIONAL LESSON 1. WATCH SUPERVISION.** This lesson includes the requirements of the CIC while performing the watch supervision duties. This lesson discusses the goals and guidance for the shift, whether it is for a full shift or for a short period of time.
- b. **NATIONAL LESSON 2. HUMAN RELATIONS.** This lesson includes proper communication techniques and identification of inappropriate behavior in the workplace.
- c. **NATIONAL LESSON 3. OPERATIONS MANAGEMENT.** This lesson includes responsibilities for the transfer of a position, selection of active runways, equipment configurations, and weather impacts on air traffic.
- d. **NATIONAL LESSON 4. RESOURCE MANAGEMENT.** This lesson includes the responsibilities to ensure that there is adequate staffing. It also includes the responsibilities to approve overtime, approve leave requests, and assign work.
- e. **NATIONAL LESSON 5. QUALITY ASSURANCE.** This lesson includes the responsibility of OE/D prevention and the investigation process if an OE/D occurs.
- f. **NATIONAL LESSON 6. UNUSUAL SITUATIONS.** This lesson includes the responsibilities and the appropriate response of the CIC if an unusual situation arises.
- g. **FACILITY LESSON 7. ACCIDENTS AND INCIDENTS.** This instructional module covers aircraft accident/incident files and packages and reports associated with CIC responsibilities.
- h. **FACILITY LESSON 8. EXCUSED ABSENCE.** This instructional module will identify the various circumstances that qualify as excused absences and the CIC's responsibility to recognize applicable situations and follow appropriate regulations.
- i. **FACILITY LESSON 9. HUMAN RELATIONS AND COMMUNICATIONS.** This instructional module covers human relations and communication skills associated with CIC responsibilities.
- j. **FACILITY LESSON 10. LABOR MANAGEMENT RELATIONS.** This instructional module allows participants to become familiar with the various aspects of labor management.
- k. **FACILITY LESSON 11. LEAVE ADMINISTRATION.** This instructional module addresses various leave policies and procedures and the CIC's responsibility to follow specified procedures while processing leave requests and maintaining appropriate resources to ensure safe air traffic services.
- l. **FACILITY LESSON 12. MEDICAL, ALCOHOL, AND DRUG REGULATIONS.** This instructional module identifies the policies, programs, and procedures that are related to restricted drugs, the Drug and Alcohol Testing Program, and medical requirements.
- m. **FACILITY LESSON 13. OPERATIONAL ERRORS AND DEVIATIONS.** This instructional module includes OE/D procedures associated with the CIC.

n. FACILITY LESSON 14. OPERATIONAL REQUIREMENTS. This instructional module presents many of the rules and regulations that govern operational requirements and situational awareness.

o. FACILITY LESSON 15. OPERATIONAL STAFFING. This instructional module covers the various operational staffing duties and responsibilities of a CIC.

p. FACILITY LESSON 16. TRAINING PROCEDURES. This instructional module covers various training policies, programs, procedures, and training responsibilities of a CIC.

q. FACILITY LESSON 17. WORK ENVIRONMENT AND HUMAN RELATIONS. This instructional module covers human relations in the work environment associated with CIC responsibilities.

2. COURSE OUTLINE (lessons 1 through 6): The following is a basic outline of items which are covered in each lesson. The facility is responsible for determining and adding site-specific information.

a. NATIONAL LESSON 1. WATCH SUPERVISION (TERMINAL AND EN ROUTE)

- (1) CIC designation, responsibility and authority
- (2) Watch supervision duties
- (3) General guidance and goals for the shift

b. NATIONAL LESSON 2. HUMAN RELATIONS (TERMINAL AND EN ROUTE)

- (1) Federal laws about harassment in the workplace
- (2) Behavior that could be construed as harassment
- (3) CIC responsibilities concerning harassment
- (4) Techniques for making on-the-spot corrections
- (5) CIC responsibilities for reporting potential harassment incidents
- (6) CIC responsibilities for preventing violence in the workplace

c. NATIONAL LESSON 3. OPERATIONS MANAGEMENT (TERMINAL)

- (1) Ways to maintain situational awareness
- (2) Information to report to traffic management
- (3) Responsibilities for transfer of position(s)
- (4) Factors for runway selection

- (5) Procedures to follow for equipment configurations, malfunctions, and maintenance
- (6) Responsibilities when weather impacts air traffic operations
- (7) Form preparation requirements
- (8) Security responsibilities
- (9) Facility safety
- (10) Training responsibilities

d. NATIONAL LESSON 3. OPERATIONS MANAGEMENT (EN ROUTE)

- (1) Ways to maintain situational awareness
- (2) Information to report to traffic management
- (3) Information to cover for transfer of position
- (4) Requirements for communication and display configuration
- (5) Equipment maintenance procedures
- (6) Documentation and communication procedures
- (7) Security responsibilities
- (8) Facility safety responsibilities
- (9) Training responsibilities

e. NATIONAL LESSON 4. RESOURCE MANAGEMENT (TERMINAL)

- (1) Staffing
 - (a) Position assignment
 - (b) Position rotation
 - (c) Overtime
 - (d) Time and attendance recording
 - (e) Processing leave request(s)
 - (f) Breaks

(g) Facility visits

f. NATIONAL LESSON 4. RESOURCE MANAGEMENT (EN ROUTE)

(1) Staffing

(a) Position assignment

(b) Position rotation

(c) Overtime

(d) Processing leave request(s)

(e) Breaks

(f) Facility visits

g. NATIONAL LESSON 5. QUALITY ASSURANCE

(1) Definitions

(2) Procedures and requirements

(3) Investigation process, procedures and requirements

(4) CIC's role in maintaining quality assurance

(5) Prevention tips

h. NATIONAL LESSON 6. UNUSUAL SITUATIONS

(1) How to respond to an unusual situation

(2) How to handle general complaints

(3) What information is released

(4) What to do with information based on the FOIA

(5) CIC's role in implementing contingency plans

(6) Special operation call signs

(7) Role/responsibilities of the CIC if there is a bomb threat, hijacking, or unidentified flying object (UFO) report

3. COURSE OUTLINE (lessons 7 through 17): Lessons 7 through 17 are designed to be utilized as a resource and are intended to be tailored to meet individual facility requirements. The facility is responsible for determining which elements in lessons 7 through 17 are applicable. The following is a basic outline of items that may be covered in each individual lesson. Facilities shall develop lessons by adding all applicable procedures and directives in use at a facility to the applicable portions of lessons 7 through 17. Facilities are expected to add site-specific information and tailor as required. Facilities may add additional lessons and/or items.

a. FACILITY LESSON 7. ACCIDENTS AND INCIDENTS

- (1) Accidents
- (2) Incidents
- (3) NMAC's
- (4) Flight assist(s)
- (5) Hazardous materials
- (6) Hazardous air traffic reports (HATR)

b. FACILITY LESSON 8. EXCUSED ABSENCE

- (1) Situations and circumstances that qualify as excused absences
- (2) Appropriate regulations and procedures that apply to excused absences
- (3) Hazardous geological/weather conditions
- (4) Early vehicle start
- (5) Prenatal and infant child care
- (6) Jury duty
- (7) Blood donation
- (8) Brief absences
- (9) Conventions and conferences
- (10) Professional societies
- (11) Medical and health absences

c. FACILITY LESSON 9. HUMAN RELATIONS AND COMMUNICATIONS

- (1) Communication skills
 - (a) On-the-spot corrections
 - (b) Controller performance
 - (c) Employee recognition
 - (d) Public interaction
 - (e) News media inquiries
 - (f) Visitors
 - (g) Customer relations

d. FACILITY LESSON 10. LABOR MANAGEMENT RELATIONS

- (1) Labor contract administration
 - (a) Weingarten meeting considerations
 - (b) Grievances

e. FACILITY LESSON 11. LEAVE ADMINISTRATION

- (1) Annual leave
- (2) Sick leave
- (3) Holiday leave
- (4) Military leave
- (5) Family and Medical Leave Act (FMLA)
 - (a) Federal Employees Family Friendly Leave Act (FEFFLA)
- (6) Leave without pay (LWOP)
- (7) Absence without leave (AWOL)
- (8) Leave for special circumstances
- (9) Advance annual leave
- (10) Advance sick leave

- (11) Credit hours
- (12) Compensatory time

f. FACILITY LESSON 12. MEDICAL, ALCOHOL, AND DRUG REGULATIONS

- (1) Medical qualifications
- (2) Use of drugs and sedatives
 - (a) Restricted drugs
- (3) Misuse of alcohol
- (4) Drug and Alcohol Testing Program

g. FACILITY LESSON 13. OPERATIONAL ERRORS AND DEVIATIONS

- (1) OE/D's
- (2) Runway and taxiway incursions
- (3) Pedestrian and vehicle deviations at controlled airports
- (4) Pilot deviations
- (5) Traffic Alert and Collision Avoidance System
- (6) Spill-ins and spill-outs
- (7) Aviation safety reports (ASI)
- (8) Controller statements
- (9) Listening to tapes
- (10) National Track Analysis Program (NTAP)
- (11) Data Analysis Reduction Tool (DART)
- (12) Continuous Data Recording (CDR)
- (13) Systematic Air Traffic Operational Research Initiative (SATORI)

h. FACILITY LESSON 14. OPERATIONAL REQUIREMENTS

- (1) Situational awareness
 - (a) Overview of CIC responsibilities

- (b) Accomplishing watch checklist
 - (c) Weather coordination
 - (d) Managing positions of operation
 - (e) Managing traffic
 - (f) Managing distractions
 - (g) Log entries
 - (h) Hazardous weather information
 - (i) Significant meteorological (SIGMET) information handling
 - (j) Pilot report (PIREP) handling
 - (k) NOTAM handling
 - (l) Resource location
 - (m) Resource deployment
 - (n) Combine/decombine positions
 - (o) Optimal efficiency
 - (p) Traffic management
 - (q) Service hours
- (2) Equipment
- (a) Automated Radar Terminal System (ARTS) supervisory functions (Terminal)
 - (b) NAVAID monitoring
 - (c) System component malfunction
 - 1 Communication systems
 - 2 Emergency power generator
 - (d) Facility-specific equipment
 - (e) Direct Access Radar Channel (En Route only)

- (3) Special operations
 - (a) Presidential aircraft
 - (b) Suspect aircraft
 - (c) Law enforcement aircraft
 - (d) DOD
 - (e) Flight inspection
 - (f) Semi-automatic flight inspection (SAFI)
- (4) Facility security
- (5) Facility emergencies
 - (a) Pilot violation of Federal Aviation Regulations (FAR)
 - (b) ELT's
 - (c) Lost aircraft
 - (d) Hijacks
 - (e) INATS
 - (f) Suspicious activity
 - (g) Facility evacuation
 - (h) Bomb threats (Facility)
 - (i) Contingency plan

i. FACILITY LESSON 15. OPERATIONAL STAFFING

- (1) Overtime
 - (a) Telephone use for holdover
- (2) Watch schedule
- (3) Currency
- (4) Position assignments
 - (a) Position rotation

- (b) Position relief
 - (5) Unsatisfactory Condition Report (UCR)
 - (6) On-the-job injuries
 - (7) Federal Injury Compensation Program
 - (8) Weingarten meetings
 - (9) Facility appearance
- j. FACILITY LESSON 16. TRAINING PROCEDURES**
- (1) OJT
 - (a) OJT plan for the shift
 - (2) Proficiency training
 - (a) Refresher training
 - (b) Supplemental training
 - (c) Skill enhancement training
 - (d) Remedial training
 - (3) Familiarization (FAM) Training Program
- k. FACILITY LESSON 17. WORK ENVIRONMENT AND HUMAN RELATIONS**
- (1) Discrimination Complaints Accountability Board
 - (2) Model work environment
 - (3) Sexual Harassment Accountability Board (SHAB)
 - (4) Equal Employment Opportunity (EEO)
 - (5) EEO counselors
 - (6) Employee Assistance Program (EAP)
 - (7) Critical Incident Stress Management (CISM)
 - (8) Acquired Immune Deficiency Syndrome (AIDS)
 - (9) Harassment

- (10) Defamatory statements
- (11) Substance abuse
- (12) Misuse of alcohol
- (13) Drug testing
- (14) Conduct on-the-job
- (15) Conduct off-the-job
- (16) Food and beverage enforcement
- (17) Workplace distractions
- (18) Dress code
- (19) Noise damage complaints
- (20) Reckless flying reports
- (21) UFO's

4. EVALUATION: End of lesson and end of course examinations are developed for lessons 1 through 6. Facilities shall tailor and develop end of lesson and end of course examinations to meet facility requirements for lessons 7 through 17. If additional lessons are added due to facility needs, end of lesson and end of course examinations shall be developed for them. The outcomes of all examinations shall be used to determine the need for additional training prior to beginning OJT.

5. REFERENCES: Included, but are not limited to the following:

- a. FAA Order 1200.8, Public Information Activities and Programs
- b. FAA Order 1200.14, Congressional Visits to Field Offices and Facilities
- c. FAA Order 1270.1, Freedom of Information Act Program
- d. FAA Order 1280.1, Protecting Privacy of Information About Individuals
- e. FAA Order 1400.8, Equal Opportunity in FAA Employment
- f. FAA Order 1600.1, Personnel Security Program
- g. FAA Order 1600.6, Facility Security Policy
- h. FAA Order 1600.65, Facility Visits by Foreign Nationals and Representatives
- i. FAA Order 1800.6, Unsatisfactory Condition Report

- j.** FAA Order 1900.1, FAA Emergency Operations Plan
- k.** FAA Order 3120.29, Familiarization Training
- l.** FAA Order 3120.4, Air Traffic Technical Training
- m.** FAA Order 3200.9, Federal Aviation Personnel Manual
- n.** FAA Order 3210.5, Critical Incident Stress Debriefing Program
- o.** FAA Order 3600.4, Absence and Leave
- p.** FAA Order 3750.7, Ethical Conduct and Financial Disclosure
- q.** FAA Order 3900.19, Occupational Safety and Health Program
- r.** FAA Order 3910.6, Drug-Free Departmental Workplace
- s.** FAA Order 6030.31, Restoration of Operational Facilities, Appendixes 1 and 2
- t.** FAA Order 7110.10, Flight Services
- u.** FAA Order 7110.118, Land and Hold Short Operations (LAHSO)
- v.** FAA Order 7110.49, Unlawful Interference-Hijack/Bomb (Threat) Aboard Aircraft-Procedures and Covert Signals
- w.** FAA Order 7110.52, Suspected Illegal Use Of Aircraft
- x.** FAA Order 7110.65, Air Traffic Control
- y.** FAA Order 7210.3, Facility Operation and Administration
- z.** FAA Order 7210.55, Operational Data Reporting Requirements
- aa.** FAA Order 7210.56, Air Traffic Quality Assurance
- bb.** FAA Order 7900.5, Surface Weather Observing–METAR
- cc.** FAA Order 7930.2, Notices to Airmen (NOTAM)
- dd.** FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting
- ee.** Facility directives
- ff.** National Air Traffic Controllers Association (NATCA)/FAA collective bargaining agreement (CBA)

**SECTION 4. STAGE II: FACILITY CONTROLLER-IN-CHARGE
QUALIFICATION AND CERTIFICATION
(COURSE 55072 (EN ROUTE) PART B)
(COURSE 55073 (TERMINAL) PART B)**

GENERAL: The purpose of course 55072 and course 55073, part B, is to train ATCS's selected as CIC to perform the full range of duties and attain certification as CIC within the area/facility.

PREREQUISITE: Completion of Course 55072, En Route, Part A
Completion of Course 55073, Terminal, Part A

LOCATION: Field facility

TRAINING LENGTH: Facility determines OJT hours.

ADMINISTRATION: OJT is conducted in accordance with FAA Order 3120.4.
EXCEPTION: Due to the duties associated with watch supervision, the assignment of a training team is not required. OJT shall be conducted by a first-level supervisor.

1. PART B. LESSON OBJECTIVE: The CIC will be able to perform all required watch supervision duties and responsibilities.

a. JOB FUNCTIONS: Through OJT, the CIC will be able to: (Because of differences in operations among TRACON's, towers, and ARTCC's, the following job functions may not apply to all facilities.)

- (1) Make position assignments.
- (2) Provide breaks.
- (3) Combine/decombine positions.
- (4) Monitor/configure equipment.
- (5) Monitor weather for impacts on air traffic.
- (6) Assign OJT.
- (7) Ensure available resources are deployed for optimal efficiency.
- (8) Identify need for overtime.
- (9) Process leave requests.
- (10) Document time and attendance.
- (11) Process and document FAA/facility forms.
- (12) Implement contingency plans.
- (13) Respond to unusual situations/emergencies/accidents and incidents.
- (14) Coordinate special operations.
- (15) Respond to information requests.
- (16) Handle public complaints.
- (17) Make on-the-spot corrections.
- (18) Eliminate distractions.
- (19) Demonstrate runway selection responsibilities.
- (20) Monitor LAHSO operations.
- (21) Through simulation, respond to bomb threats, hijacking, and UFO reports.
- (22) Adhere to guidance and goals for the shift.
- (23) Maintains situational awareness.
- (24) Conduct and receive position relief briefings.
- (25) When necessary, implement flow control.
- (26) Identify and report harassment incidents.
- (27) Report equipment malfunctions.
- (28) Prevent OE/D.
- (29) Provide assistance to specialists.
- (30) Report and process preliminary OE/D reports.
- (31) Comply with labor contract requirements.

SECTION 5: INSTRUCTIONS FOR COMPLETING THE CIC OJT INSTRUCTION/EVALUATION REPORT FAA FORM 3120-36.

1. INTRODUCTION: This appendix contains instructions for completing FAA Form 3120-36. This form shall be used by operational supervisors to record their observations of the performance and progress of ATCS's selected as CIC during OJT instruction, skill enhancement training, and skill check sessions. FAA Form 3120-36 may be used to document OJT. A copy of the form is provided on pages 28 and 29 of this appendix. It is available in pad form through the FAA Logistics Center.

2. USING THE WORKSHEET: Complete the following items. Block numbers correspond to the numbered blocks on the worksheet.

Block 1 **NAME:** Print ATCS's name.

Block 2 **DATE:** Enter month, day, year.

Block 3 **POSITION (S):** Enter CIC and area of operation on which training or skill check is being performed.

Block 4 **WEATHER:** Record description of weather as VFR, MVFR, or IFR. Check the one box most representative of the session. Conditions that impact training should be noted in block 12.

Block 5 **WORKLOAD:** Check description of workload. Check the one box most representative of the session.

Block 6 **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session. Note any unusual situations or occurrences that impact training in block 12.

Block 7 **HOURS THIS SESSION:** Enter actual clock hours and minutes for this session.

Block 8 **HOURS (%) THIS POSITION:** Enter total clock hours and minutes spent in training on this position. Include this session. As an option, enter percent of allotted hours expended so far for this position.

Block 9 **PURPOSE OF REPORT:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Indicate "Other" if used for skill enhancement training and document specific use in block 12. The supervisor checks "Evaluation" if administering a performance skill check or "Certification" if administering a certification skill check.

Block 10 **ROUTING:** According to facility requirements.

Block 11 PERFORMANCE: Block 11 consists of the performance section. This section contains critical job elements (CJE), job function categories, and job functions used as a basis for instructing and evaluating the ATCS. Users of this form should review the definitions of all job functions and their respective performance indicators in the attached checklist. These descriptions are guidelines to be used by all participants involved in OJT, and to ensure that what is expected is mutually understood. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job function category entitled “Other” is intended for local use and adaptation.

a. OJT. Place a mark (e.g., X, √, etc.) in the columns “OBSERVED” and “COMMENT” as follows:

(1) **OBSERVED:** A mark in this column indicates that the operation or procedure was observed during the period, but that no significant comments are made.

(2) **COMMENT:** A mark in this column indicates that the operation or procedure was observed during the period and is accompanied by a referenced comment in block 12.

b. Skill Check. The supervisor who conducts the skill check uses the columns “SATISFACTORY,” “NEEDS IMPROVEMENT,” and “UNSATISFACTORY”. The terms are defined as follows:

(1) **SATISFACTORY:** A mark in this column indicates that the ATCS’s observed performance this session meets expected performance requirements and indicates that he/she demonstrates the ability to work independently for this performance item. Examples of exemplary performance and specific comments, along with suggestions for improvement, shall be stated in block 12 of the form for each job function indicated.

(2) **NEEDS IMPROVEMENT:** A mark in this column indicates that the ATCS’s observed performance is acceptable at this stage of training, but must improve in order to meet expected performance. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job function indicated.

(3) **UNSATISFACTORY:** A mark in this column indicates that the ATCS’s observed performance is unsatisfactory at this stage of training. Suggestions and recommendations for correcting each unsatisfactory job function must be stated in block 12, except at the 100 percent level.

c. To certify on a skill check, all applicable items must be marked satisfactory or “N/O” (not observed). If an item is marked “N/O,” block 12 must indicate that the ATCS has demonstrated satisfactory performance/knowledge for that job function. If necessary, verbal questioning, simulation, or other methods may be used to demonstrate knowledge of a job function when not observed. Any checkmark in the “UNSATISFACTORY” column constitutes a failure of the skill check or certification and must be documented in block 12.

d. If a job function is not applicable to a position being observed, it should be recorded as “N/A” (not applicable).

Block 12 **COMMENTS:** This block is used for documentation of the ATCS's performance during OJT instruction or skill check sessions.

a. OJT: This block is used to document an observation when a mark is made in the "Comment" column on the front of the form. The OJTI shall sign and date this block. The comments:

- (1) May be specific or general.
- (2) May include exemplary, noteworthy, or unusual events.
- (3) Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references shall be made to applicable procedures, letters of agreement (LOA), orders/directives, etc.

b. Skill Check: This block shall be used by the supervisor who conducted the skill check to:

- (1) Document performance/progress.
- (2) Describe performance rated as "Needs Improvement" or "Unsatisfactory" and list references to specific procedures, LOA's, or directives that should be reviewed by the ATCS so that the performance problem may be corrected.

c. Recommend one of the following:

- (1) Continuation of OJT.
- (2) Skill enhancement training.
- (3) Suspension of training.
- (4) Certification.

Block 12A Use of this block is not required. When a directive is applicable to the comment, it is recommended that the applicable directive and paragraph be noted.

Block 13 RECOMMENDATION: This block shall be used by the supervisor who conducted the skill check. The supervisor shall recommend one of the following:

- a. Certification skill check.
- b. Certification (when appropriate).
- c. Continuation of OJT.
- d. Skill enhancement training.
- e. Suspension of OJT.

Note: This block is not used for CPC performance skill checks.

Block 14 EMPLOYEE'S COMMENTS: This block may be used by the ATCS for making comments pertaining to the training period or skill check, or for making general comments regarding training. Employee must sign and date the form. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the ATCS.

Block 15 CERTIFICATION: This block is used by the supervisor of record to document position certification/recertification. Record position of operation, sign, and date.

CONTROLLER-IN-CHARGE OJT INSTRUCTION/EVALUATION REPORT

1. Name:		2. Date:		3. Position(s):				
4. Weather: <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR		5. Workload: <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity: <input type="checkbox"/> Routine, not difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult		7. Hours this session:		
						8. Hours (%) this position:		
9. Purpose: <input type="checkbox"/> OJT <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/> Evaluation <input type="checkbox"/> Recertification <input type="checkbox"/> Skill Enhancement				10. Routing				
11.	CJE	Job Function Category	Job Function	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
Performance	Operations Management	A. Monitors The Operation	1. Maintains awareness					
			2. Applies good judgment					
			3. Is aware of controller and system user requirements					
			4. Handles unusual situations					
		B. Methods and Procedures	5. Monitors System					
			6. Implements programs/initiatives correctly					
			7. Maintains efficient traffic flow					
			8. Takes prompt action to correct errors					
			9. Handles data correctly					
		C. Equipment	10. Uses equipment capabilities fully					
			11. Recognizes equipment malfunctions					
			12. Makes complete/correct computer entries					
	D. Resource Management	13. Staffs appropriately						
		14. Provides relief periods						
	Communications	E. Training	15. Accomplishes training					
			16. Documents training					
	F. Human Relations and Communications	17. Communicates shift requirements effectively						
		18. Communicates effectively with the public						
		19. Maintains an effective work environment						
	Special Operations	G. Quality Assurance	20. Communicates effectively with management					
			21. Provides complete and accurate relief briefings					
			22. Prepares accident and incident reports that are accurate					
	H. Other							

CONTROLLER-IN-CHARGE JOB FUNCTIONS AND INDICATORS FOR THE OJT INSTRUCTION/EVALUATION REPORT

JOB FUNCTION CATEGORY: MONITORS THE OPERATION

Job Function	Indicator
1. Maintains awareness.	<ul style="list-style-type: none"> a. Maintains situational awareness and keeps appropriate personnel aware of the total traffic situation, current and forecasted weather conditions, traffic management programs/initiatives, and equipment status. b. Remains alert for possible situations that may affect traffic, personnel, or equipment. c. Manages saturation or traffic flow problems. d. Is aware of the status of all equipment and personnel.
2. Applies good judgment.	<ul style="list-style-type: none"> a. Adheres to priority of duties. b. Actions are planned in a complete, correct, and timely manner to provide the environment for a safe, orderly, and efficient flow of traffic. c. Performs on-the-spot corrections for operational integrity. d. Assigns duties in an effective and proactive manner. e. Manages resources in a manner that avoids inefficiencies.
3. Is aware of controller and system user requirements.	<ul style="list-style-type: none"> a. Deploys resources in a manner that considers field facilities, controllers, and users. b. Ensures compliance with traffic management initiatives. c. To the extent that safety is not compromised, ensures the user is accommodated while maintaining equity of access among all users. d. Listens and responds to controller requests. e. Listens and responds to user requests.

JOB FUNCTION CATEGORY: MONITORING THE OPERATION (Continued)

Job Function	Indicator
4. Handles unusual situations.	<ul style="list-style-type: none"> a. Reacts appropriately to adverse situations. b. Ensures decisions are based on known facts and data. c. Investigates and analyzes situations to determine an effective course of action. d. Requests assistance when workload/situation dictates.

JOB FUNCTION CATEGORY: METHODS AND PROCEDURES

Job Function	Indicator
5. Monitors system.	<ul style="list-style-type: none"> a. Understands job functions and analyzes conditions which may impact the work environment. b. Manages system constraints proactively.
6. Implements programs/initiatives correctly.	<ul style="list-style-type: none"> a. Makes a proper assessment of the situation and provides a valid justification for actions. b. Plans properly using reliable and accurate data. c. Considers available options. d. Takes timely and correct actions. e. Organizes processes of implementation into logical sequences. f. Administers and coordinates for cancellation of traffic management initiatives and programs.

JOB FUNCTION CATEGORY: METHODS AND PROCEDURES (Continued)

Job Function	Indicator
7. Maintains efficient traffic flow.	<ul style="list-style-type: none"> a. Considers present and forecasted traffic to determine if an overload may occur and takes appropriate action to prevent or reduce the impact. b. Considers traffic mix and aircraft characteristics to ensure an orderly traffic flow is maintained. c. Deploys personnel so departing, arriving, and en route traffic flows effectively and efficiently.
8. Takes prompt action to correct errors.	<ul style="list-style-type: none"> a. Recognizes when an error has been made and takes prompt action to correct the error. b. Uses alternate strategies, as necessary, in a timely and efficient manner.
9. Handles data correctly.	<ul style="list-style-type: none"> a. Disseminates SIGMET's, CWA's, AND MIS's correctly. b. Obtains PIREP's, when required, and they are properly written, recorded, and disseminated. c. Handles, uses, and disposes sensitive/classified documents correctly. d. Collects and disseminates traffic management information, equipment outages, and other data as necessary. e. Ensures required information is appropriately posted. f. Ensures documentation reflects actual system performance. g. Documents operational information in a correct and timely manner.

JOB FUNCTION CATEGORY: EQUIPMENT

Job Function	Indicator
10. Uses equipment capabilities fully.	<ul style="list-style-type: none"> a. Uses equipment to fullest extent possible. b. Demonstrates knowledge of capabilities and limitations of equipment. c. Enters all required data into appropriate computer systems. d. Adjusts displays appropriately. e. Demonstrates ability to retrieve information from all available equipment sources.
11. Recognizes equipment malfunctions.	<ul style="list-style-type: none"> a. Recognizes equipment malfunctions and uses appropriate methods to restore equipment to operational status if possible. b. Reports equipment outages to appropriate personnel if restoration to operational status is not possible. c. Understands and posts equipment status information correctly. d. Accomplishes required reports on equipment outages.
12. Makes complete/correct computer entries.	<ul style="list-style-type: none"> a. Uses correct computer entries. b. Is aware of equipment peculiarities.

JOB FUNCTION CATEGORY: RESOURCE MANAGEMENT

Job Function	Indicator
13. Staffs appropriately.	<ul style="list-style-type: none"> a. Ensures appropriate positions are opened for current and anticipated traffic volume. b. Ensures sufficient personnel are available to meet anticipated traffic demands. c. Ensures sufficient personnel are available to accommodate planned events. d. Ensures appropriate process and priority for leave.
14. Provides relief periods.	<ul style="list-style-type: none"> a. Accomplishes position rotation in an efficient manner. b. Gives meal breaks appropriate priority.

JOB FUNCTION CATEGORY: TRAINING

Job Function	Indicator
15. Accomplishes training.	<ul style="list-style-type: none"> a. Ensures training activities are accomplished in a proper and timely manner. b. Ensures training documentation is accomplished in a proper and timely manner. c. Ensures OJT assignments are appropriate for level of proficiency. d. Ensures OJT instruction reports are prepared.
16. Documents training.	<ul style="list-style-type: none"> a. Ensures OJT assignments are appropriate for level of proficiency. b. Ensures OJT instruction reports are prepared.

JOB FUNCTION CATEGORY: HUMAN RELATIONS AND COMMUNICATION

Job Function	Indicator
17. Communicates shift requirements effectively.	<ul style="list-style-type: none">a. Provides on-the-spot corrections diplomatically.b. Manages workplace distractions utilizing courtesy and tact.c. Utilizes human relations skills when making operational assignments.
18. Communicates effectively with the public.	<ul style="list-style-type: none">a. Coordinates facility visits.b. Responds to media inquiries appropriately.c. Communicates effectively with system users.
19. Maintains an effective work environment.	<ul style="list-style-type: none">a. Communicates effectively to minimize workplace distractions.b. Is courteous, tactful, and displays a spirit of cooperation.c. Remains calm and displays a positive attitude under adverse conditions.
20. Communicates effectively with management.	<ul style="list-style-type: none">a. Provides accurate and objective documentation of operational events to supervisory personnel.b. Communicates information about unusual situations in a timely and effective manner.c. Informs management of potential problems/situations when appropriate.

JOB FUNCTION CATEGORY: HUMAN RELATIONS AND COMMUNICATIONS (continued)

Job Function	Indicator
21. Provides complete and accurate relief briefings.	<ul style="list-style-type: none"> a. Follows approved checklist when exchanging information and both individuals acknowledge the positive transfer of responsibility. b. Ensures that questions about the operation of the position are resolved before transfer of responsibility is completed. c. Communicates pertinent status information including traffic management initiatives, weather information, and system situation. d. Signs on/signs off the position as appropriate.

JOB FUNCTION CATEGORY: QUALITY ASSURANCE

Job Function	Indicator
22. Prepares accident and incident reports that are complete and accurate.	<ul style="list-style-type: none"> a. Notifies management in a timely manner. b. Applies and follows directives. c. Prepares and forwards documentation.
23. Reports miscellaneous events accurately.	<ul style="list-style-type: none"> a. Completes daily reports. b. Accomplishes QAR's. c. Records flight assists, noise damage issues, and complaints, reckless flying reports, and UFO reports and actions taken.